110 Years of Academic Excellence
2010-11 CATALOG & STUDENT HANDBOOK

Effective August 9, 2010. This edition replaces previous editions.

ILLINOIS
Illinois Campus Locations:
Aurora • Mokena/Tinley Park
Rockford • Romeoville/Joliet

INSIDE THIS CATALOG
• Programs Of Study
• Course Descriptions
• College Policies
• Administration
• Faculty & Staff

www.Rasmussen.edu
MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning.

As an institution of higher learning, the College is committed to preparing students to be active, productive and successful contributors to a global community.

PURPOSE

To accomplish our mission, Rasmussen College has established these purposes:

1 Educational Excellence: Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.

2 Learning Environment: Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and lifelong learning.

3 Professional Development: The institutional culture of Rasmussen College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.

4 Modern Technology: Rasmussen College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment, as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.

5 Service to Communities: Rasmussen College creates and maintains a collaborative community where students, employees, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.

6 Assessment and Planning: Rasmussen College students, both residential and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists the College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
BOARD OF DIRECTORS

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– Chairman, Rasmussen, Inc.
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ENROLLMENT PROCEDURES

Congratulations on taking the first steps to earning your degree and achieving your professional goals. If you haven’t already done so, schedule a time to discuss your educational and career objectives with a member of our admission team, contact information is at the end of this document and on our website at www.Rasmussen.edu. Our staff is skilled in helping you select the right major to prepare you for your desired career. Whether you are looking at campus, online, or a blended learning model, they will also assist you in planning your course schedule and connect you with our student financial services team to make sure you can fit education into your busy life.

When you’ve chosen the option that best meets your needs, you can apply for admission by submitting the following:

• Application Form (Apply early for best class choices and scholarship opportunities.)
• $60 fee for entire program or $20 per course
• An attestation of high school graduation or equivalency
• College placement exam results
• Required credentials for foreign students, including TOEFL test score of 500 paper-based or 173 computer-based, plus first quarter tuition.
• Graduates of High Schools outside of the United States need to provide a copy of their transcript or diploma along with the standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the students education level equivalent to U.S. standards.
• Individuals applying for admission to the Medical Laboratory Technician program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
• In addition, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted except any non-refundable test fees required for the Medical Laboratory Technician program. All new students will complete an orientation program prior to beginning classes which includes an experiential course and an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.

PICKING A START DATE

2010 - 2011 Academic Calendar

• 2010 Summer Quarter
  July 6 – September 19
• 2010 Early Fall Quarter
  August 9 – September 19
• 2010 Fall Quarter
  October 4 – December 19
• 2010 Early Winter Quarter
  November 8 – December 19
• 2011 Winter Quarter
  January 3 – March 20
• 2011 Early Spring Quarter
  February 7 – March 20
• 2011 Spring Quarter
  April 4 – June 19
• 2011 Early Summer Quarter
  May 9 – June 19
• 2011 Summer Quarter
  July 5 – September 19

College Holidays

• New Year’s Day
• Martin Luther King, Jr. Day
• Memorial Day
• Independence Day
• Friday prior to Labor Day (Employee Appreciation Day)
• Labor Day
• Veterans Day
• Thanksgiving Day and the following Friday
• Christmas Day
Each campus has a professionally staffed financial aid department designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

There are three basic types of aid available to Rasmussen students:

- Various state and federal student loan programs.
- Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

Tuition Rates
Please see the Tuition Structure section under Academic Information and College Policies for complete information on tuition rates.

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<table>
<thead>
<tr>
<th><strong>Program</strong></th>
<th><strong>Type of Award</strong></th>
<th><strong>Amount Per Year</strong></th>
<th><strong>Application</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gift Aid</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$555 - $5550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
<tr>
<td>Academic Competitiveness Grant (ACG)</td>
<td>Award based on Pell Grant eligibility and academic rigor requirements of state high school coursework eligibility.</td>
<td>$750 for first year; $1300 for second year</td>
<td>Free Application for Federal Student Aid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Employment</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid – Awarded by the College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Federal Loan Programs</strong></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half-time. Need-based calculation.</td>
<td>1st Year - $3,500 2nd Year - $4,500 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half-time.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent. Independent: 1st &amp; 2nd Year $6000 3rd Year &amp; above $7000.</td>
<td>Free Application for Federal Student Aid and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Veterans’ Benefits</strong></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>
Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses have additional scholarships available; please contact your Financial Aid Office for more information.

**Grade Point Achievement Scholarships**

If you are like most students, you don’t have a pile of cash lying around to pay for college. So you’ll be glad to know that based on your high school cumulative GPA, Rasmussen College offers scholarship opportunities of up to $10,000 for incoming first-year students. Below is a quick look at the available Grade Point Achievement scholarships. Ask your Admissions Representative for all the details and an application form.

Grade point average is based upon a 4.0 scale. Other grade point scales will be converted to a 4.0 scale to determine award.

Eligibility guidelines for the Grade Point Achievement Scholarships are as follows:

- Eligible students must be current-year graduating high school seniors.
- Students must apply for and begin classes during the summer quarter, early fall quarter or fall quarter immediately following their graduation from high school.
- Award amounts are determined upon receipt of the student’s official final transcript from high school.
- All recipients will be notified of the award in writing and all funds are paid directly to the College. Award amounts for Associate Degree students are divided equally among the student’s first 5 quarters of attendance. Award amounts for Bachelor Degree students are divided equally among the student’s first 10 quarters of attendance.

- Student must carry a minimum of 9 credits per full quarter or 7 for a mid-start term, maintain satisfactory academic progress, and not be on Academic Warning/Probation, or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted for Associate Degree seeking students. Bachelor’s Degree seeking students may interrupt attendance a maximum of 2 instances, with each instance no more than one quarter and not more than once in any one calendar year.

**Early Start Program**

Rasmussen College is proud to offer select high school juniors and seniors the opportunity to begin their professional career training early. The Early Start Program is designed to reward those who have a strong academic background and a desire to succeed.

**10% Military Discount**

All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount. In order to qualify for the discount, all admission requirements must be completed, and applicants must provide proof of service by submitting an actual or faxed copy of their military ID card, including expiration date. Retired military personnel must provide valid military retiree ID or DD 214 form. In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member as outlined above. These individuals must provide an actual or faxed copy of their dependent military ID card, which includes an expiration date.

**Corporate Discount**

Some companies receive a tuition discount from Rasmussen College for eligible employees. Contact your campus for details.

**On-Time Graduation Scholarship and Accelerated Graduation Scholarship**

Rasmussen College is committed to helping students get their degree and start their new careers. To help our students reach that goal faster, Rasmussen offers two scholarships to students to help make on-time graduation a reality. Students who take thirteen (13) or more credits a quarter will receive a $500 Accelerated Graduation Scholarship each quarter. Additionally, students who take nine (9) to twelve (12) credits per quarter will receive a $200 On-Time Graduation Scholarship their first quarter.

**Restrictions**

Students are eligible for only one of the following scholarship and grant programs at a time:

- Grade Point Achievement Scholarship
- Early Start Program
- 10% Military Discount
- Corporate Discount

Students may combine any of these scholarships with the On-Time Graduation Scholarship and/or the Accelerated Graduation Scholarship.

<table>
<thead>
<tr>
<th>If your cumulative Grade Point Average upon graduation is between:</th>
<th>You will receive the following Scholarship:</th>
<th>If you apply for admission prior to January 30, your award is:</th>
<th>If you apply for admission between January 30, and April 30, your award is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 – 2.74</td>
<td>Success Award</td>
<td>Associates $1,000</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $2,000</td>
<td>$1,200</td>
</tr>
<tr>
<td>2.75 – 2.99</td>
<td>Achievement Award</td>
<td>Associates $1,500</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $3,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>3.00 – 3.24</td>
<td>Silver Circle Award</td>
<td>Associates $2,000</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Gold Circle Award</td>
<td>Associates $2,500</td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>3.50 – 3.74</td>
<td>Platinum Circle Award</td>
<td>Associates $3,000</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $6,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>3.75 – 3.99</td>
<td>Director’s Award</td>
<td>Associates $4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $8,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>4.00</td>
<td>President’s Award</td>
<td>Associates $5,000</td>
<td>$4,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelors $10,000</td>
<td>$8,000</td>
</tr>
</tbody>
</table>
SCHOOL OF ALLIED HEALTH

HEALTH INFORMATION TECHNICIAN AAS DEGREE**

Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time

Career Areas • Health Information Technician • Medical Data Analyst • Medical Coder • Health Information Workflow Specialist • Medical Records Coordinator • Coding Analyst • Electronic Health Record Specialist

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>4</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>2</td>
</tr>
</tbody>
</table>

NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics.

Mathematics (Select 1 course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>United States History: 1900 to the Present</td>
<td>4</td>
</tr>
</tbody>
</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>M120</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
<td>3</td>
</tr>
<tr>
<td>M208</td>
<td>Introduction to Health Information Management</td>
<td>4</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M211</td>
<td>Quality Analysis and Management</td>
<td>4</td>
</tr>
<tr>
<td>M218</td>
<td>Management of Health Information Services</td>
<td>4</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
<td>4</td>
</tr>
<tr>
<td>M229</td>
<td>Healthcare Information Technologies</td>
<td>4</td>
</tr>
<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>M251</td>
<td>Medical Coding Practicum</td>
<td>1</td>
</tr>
<tr>
<td>M252</td>
<td>Health Information Practicum</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Degree Credits 95*

* This Degree Program is also offered online.

This Degree Program offered at the Brooklyn Park, Eagan, Eden Prairie, Lake Elmo/Woodbury, Mankato, Online and St. Cloud Campuses in Minnesota – the Rockford Campus in Illinois – and the Green Bay Campus in Wisconsin is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Health Information Technician Associate’s Degree offered at the Aurora campus is in Candidacy Status for accreditation by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.

OBJECTIVE

Graduates of this degree program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, use and understand scanning technology, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. They value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

2010-2011 CATALOG & STUDENT HANDBOOK
SCHOOL OF ALLIED HEALTH

MEDICAL ADMINISTRATION AAS DEGREE

Standard Length of Program • 6 Quarters Full-Time • 9 Quarters Part-Time

Career Areas • Medical Office Assistant • Medical Business Office Clerk • Medical Receptionist • Medical Transcriptionist • Medical Office Manager • Medical Coder/Biller

OBJECTIVE

Graduates of this program understand the procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, and billing, and general medical office procedures. They value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

Foundation Courses

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<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G160</td>
<td>General Education Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G161</td>
<td>Quantitative Literacy</td>
<td>4</td>
</tr>
<tr>
<td>G156</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

Mathematics (Select 1)

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<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
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<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
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</table>

Natural Sciences (Required courses)

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<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>Human Biology</td>
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Social and Behavioral Sciences (Select 2 courses)

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<tr>
<td>G208</td>
<td>Principles of Economics</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
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<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
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<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
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<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
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<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
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</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
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Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
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<tr>
<td>M140</td>
<td>Basic ICD-9-CM Coding</td>
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<td>M140A</td>
<td>Intermediate ICD-9-CM Coding</td>
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<tr>
<td>M141</td>
<td>Ambulatory Care Coding</td>
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<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
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<tr>
<td>M206</td>
<td>Medical Transcription II</td>
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<tr>
<td>M208</td>
<td>Introduction to Health Information Management</td>
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<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
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<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
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<tr>
<td>M224</td>
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<td>M230</td>
<td>Medical Law and Ethics</td>
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<td>Word for Windows</td>
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</table>

Total Degree Credits 96*

This Degree Program is also offered online

* Credit totals do not include Foundation Courses. These courses may be required of some students based upon placement examinations.
### Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
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<td>Geometry</td>
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<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
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</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
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<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G147</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G160</td>
<td>General Education Statistics</td>
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<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
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<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>G123</td>
<td>Humanities and Fine Arts (Select 2 courses)</td>
<td></td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G242</td>
<td>American/ U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
<td>4</td>
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### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
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<tr>
<td>E150</td>
<td>Success Strategies</td>
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<td>E242</td>
<td>Career Development</td>
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<tr>
<td>G136</td>
<td>General Psychology</td>
<td>4</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
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</tr>
<tr>
<td>M200</td>
<td>Medical Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>M209</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>M223</td>
<td>Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>M224</td>
<td>Pathology II</td>
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<tr>
<td>MA300</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>MA110</td>
<td>Clinical Skills I</td>
<td>4</td>
</tr>
<tr>
<td>MA135</td>
<td>Pharmacology for the Allied Health Professional</td>
<td>4</td>
</tr>
<tr>
<td>MA145</td>
<td>Clinical Skills II</td>
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</tr>
<tr>
<td>MA225</td>
<td>Laboratory Skills for Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>MA230</td>
<td>Medical Assistant Externship</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Degree Credits 96**

* Credit totals do not include Foundation Courses. These courses may be required of some students based upon placement examinations.

** Medical Assisting students must receive the complete series of hepatitis B vaccinations before they will be eligible to begin their externship. In addition to fulfilling Rasmussen College’s general graduation requirements, Medical Assisting students must successfully complete all 61 Medical Assisting competencies and receive CPR and first-aid certification before they will be eligible to graduate.

The Medical Assisting program at the Brooklyn Park, Eagan, Eden Prairie, Green Bay, Mankato, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.

## OBJECTIVE

Graduates of this program know medical terminology, anatomy, pathology, and basic concepts of pharmacology and psychology. They can measure vital signs, administer injections, perform venipuncture, and perform CLIA-waived laboratory tests. They can also perform general medical-office procedures and medical billing. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and medical ethics. The completion of this program helps prepare the student to seek national certification as a medical assistant.
**MEDICAL TRANSCRIPTIONIST  AAS DEGREE**

**Standard Length of Program**  • 6 Quarters Full-Time  • 8 Quarters Part-Time

**Career Areas**  • Medical Transcriptionist  • Transcription Supervisor  • Medical Document Editor

---

### Objective

Graduates of this program know medical language and terminology and the applications of available software packages. They can transcribe a variety of medical documents, use different medical report formats, and employ transcription equipment effectively. They can also support and communicate effectively with the healthcare team. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, ethical and professional behavior, and the confidentiality of patient information.

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### Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
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</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

### General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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<tr>
<td>G160</td>
<td>General Education Statistics</td>
<td>4</td>
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<tr>
<td>G161</td>
<td>Quantitative Literacy</td>
<td>4</td>
</tr>
<tr>
<td>MA241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
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### Natural Sciences (Required courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
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<tr>
<td>G203</td>
<td>Macroeconomics</td>
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<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
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<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td>4</td>
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<tr>
<td>G270</td>
<td>United States History: 1900 to the Present</td>
<td>4</td>
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**Total Degree Credits**  92*

*Credit totals do not include Foundation Courses. These courses may be required of some students based upon placement examinations.

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### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B271</td>
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<td>E150</td>
<td>Success Strategies</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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<tr>
<td>G150</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
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<tr>
<td>M120</td>
<td>Medical Terminology</td>
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<td>M200</td>
<td>Medical Office Procedures</td>
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<td>M206</td>
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<tr>
<td>M207</td>
<td>Medical Transcription III</td>
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<tr>
<td>M223</td>
<td>Pathology I</td>
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<td>M230</td>
<td>Medical Law and Ethics</td>
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<td>S120</td>
<td>Word for Windows</td>
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</tbody>
</table>

* Credit totals do not include Foundation Courses. These courses may be required of some students based upon placement examinations.
PHARMACY TECHNICIAN AAS DEGREE

Standard Length of Program • 6 Quarters Full-Time • 8 Quarters Part-Time

Career Areas • Retail Pharmacy • Clinic Pharmacy • Hospitals and Health Care Facilities

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
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<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
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<tr>
<td>B097</td>
<td>Foundations of English I</td>
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<tr>
<td>B098</td>
<td>Foundations of English II</td>
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General Education Courses

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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td></td>
<td>English Composition (Required course)</td>
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<tr>
<td>G124</td>
<td>English Composition</td>
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<td>G125</td>
<td>Humanities</td>
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<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
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<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
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<td>G230</td>
<td>Introduction to Literature</td>
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<tbody>
<tr>
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<td>MA242</td>
<td>Human Anatomy and Physiology II</td>
<td>5</td>
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<tr>
<td></td>
<td>Social and Behavioral Sciences (Select 2 courses)</td>
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<tr>
<td>G123</td>
<td>Principles of Economics</td>
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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
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<td>Human Geography</td>
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<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>B119</td>
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<td>Professional Communication</td>
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<td>Medical Terminology</td>
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<tr>
<td>M230</td>
<td>Medical Law and Ethics</td>
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<tr>
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<td>PT110</td>
<td>Pharmacology</td>
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<tr>
<td>PT120</td>
<td>Pharmacy Math and Dosages</td>
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<td>Pharmacy Software/Automation/Insurance Billing</td>
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<tr>
<td>PT230</td>
<td>Unit Dose/IV Lab</td>
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<td>PT235</td>
<td>Pharmacy Technician Practicum I</td>
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<td>–Outpatient/Retail</td>
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<td>–Unit Dose/IV</td>
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<td>PT280</td>
<td>Pharmacy Technician Capstone</td>
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</tr>
<tr>
<td>S115</td>
<td>Keyboarding I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Degree Credits 92*

* Credit totals do not include Foundation Courses. These courses may be required of some students based upon placement examinations.

This program is only available at the Aurora, Rockford and Romeoville/Joliet campuses.

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.

OBJECTIVE

Graduates of this program know medical terminology, medical law and ethics, and pharmacy math. They understand the theory of pharmacy practice. Graduates can receive, interpret, input, and fill prescriptions, and can use software programs to complete these tasks. They can perform pharmacy tasks in retail and hospital pharmacy settings. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, honesty and integrity, compassion for patients, and patient confidentiality.
BUSINESS MANAGEMENT BACHELOR OF SCIENCE DEGREE

Standard Length of Program • 12 Quarters Full-Time • 16 Quarters Part-Time

Career Areas • Sales Worker Supervisor • Human Resource Manager • Marketing Manager • E-Retail Manager • Director • Operations Manager

OBJECTIVE

Graduates of this program know concepts in management, human resources, marketing, and business ethics. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B094</td>
<td>Geometry</td>
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</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
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<tr>
<td>G126A</td>
<td>English Composition 2</td>
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<td>G227</td>
<td>Oral Communication</td>
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<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
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<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
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<tr>
<td>G333</td>
<td>American Religious History</td>
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Mathematics

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<tr>
<td>G160</td>
<td>General Education Statistics</td>
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<td>G161</td>
<td>Quantitative Literacy</td>
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Natural Sciences

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<tr>
<td>G156</td>
<td>Human Biology</td>
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<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
<td>2</td>
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<tr>
<td>G239</td>
<td>Introduction to Astronomy</td>
<td>4</td>
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<tr>
<td>G245</td>
<td>Introduction to Geology</td>
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Social and Behavioral Sciences

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<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
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<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
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<tr>
<td>G203</td>
<td>Macroeconomics*</td>
<td>4</td>
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<tr>
<td>G204</td>
<td>Microeconomics*</td>
<td>4</td>
</tr>
<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td>4</td>
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<td>G270</td>
<td>United States History: 1900 to the Present</td>
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<tr>
<td>G401</td>
<td>Comparative Politics</td>
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Total general education credits 58

Major and Core Courses

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<thead>
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<th>Number</th>
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<td>Managerial Accounting</td>
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<td>B205</td>
<td>Business Calculus</td>
<td>4</td>
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<tr>
<td>B213</td>
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<td>Career Development</td>
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<tr>
<td>B323</td>
<td>Advanced Principles of Marketing</td>
<td>4</td>
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<tr>
<td>B330</td>
<td>Advanced Principles of Financial Management</td>
<td>4</td>
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<td>B333</td>
<td>Principles of Management II</td>
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<td>B351</td>
<td>Management of Information Systems</td>
<td>4</td>
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<td>B350</td>
<td>Operations Management</td>
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<td>B365</td>
<td>Human Resource Management</td>
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<td>Organizational Behavior</td>
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<td>Risk Management</td>
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<td>B460</td>
<td>Strategic Management</td>
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<td>B472</td>
<td>Internship</td>
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<tr>
<td>B491</td>
<td>Legal and Ethical Environment of Business</td>
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<tr>
<td>B498</td>
<td>Management Capstone</td>
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<td>B250</td>
<td>Training and Development</td>
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<tr>
<td>B332</td>
<td>International Business</td>
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<tr>
<td>B371</td>
<td>Research and Report Writing</td>
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<td>B382</td>
<td>Insurance</td>
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<td>B404</td>
<td>Negotiation and Conflict Management</td>
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<td>B417</td>
<td>Information Technology Project Management</td>
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<td>B428</td>
<td>Money and Banking</td>
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<tr>
<td>B441</td>
<td>Personnel and Labor Relations</td>
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<td>B474</td>
<td>Small Business Management</td>
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<tr>
<td>B492</td>
<td>Contemporary Leadership Challenges</td>
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</table>

Total Degree Credits

Total lower division major/core credits 49

Total upper division major/core credits 46

Upper Division Business Elective Credits 16

Elective Credits 13

General Education Credits 58

Total Degree Credits 182*

This Degree Program is also offered online.

* Credit totals do not include Foundations Courses. These courses may be required of some students based upon placement examinations.
Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
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<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
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<tr>
<td>G125</td>
<td>Humanities</td>
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<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
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<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>G160</td>
<td>General Education Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G161</td>
<td>Quantitative Literacy</td>
<td>4</td>
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<tr>
<td>G156</td>
<td>Human Biology</td>
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<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
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<td>G1203</td>
<td>Macroeconomics</td>
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<td>G204</td>
<td>Microeconomics</td>
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<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A151</td>
<td>Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A152</td>
<td>Accounting II</td>
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<tr>
<td>A153</td>
<td>Accounting III</td>
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<tr>
<td>A269</td>
<td>Income Tax</td>
<td>4</td>
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<tr>
<td>B136</td>
<td>Introduction to Business</td>
<td>4</td>
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<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
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<tr>
<td>E242</td>
<td>Career Development</td>
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Banking Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>F111</td>
<td>Introduction to Banking</td>
<td>4</td>
</tr>
<tr>
<td>F212</td>
<td>Fundamentals of Consumer Lending</td>
<td>4</td>
</tr>
<tr>
<td>F213</td>
<td>Introduction to Mortgage Lending</td>
<td>4</td>
</tr>
<tr>
<td>F215</td>
<td>Principles of Banking Law</td>
<td>4</td>
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</table>

Total Degree Credits 95*

The Banking specialization is available online.

Financial Accounting Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>A177</td>
<td>Payroll Accounting</td>
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<tr>
<td>A272</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>A274</td>
<td>Intermediate Accounting II</td>
<td>4</td>
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<tr>
<td>B234</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
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</tbody>
</table>

Total Degree Credits 95*

The Financial Accounting specialization is available online.

Financial Investigation Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Intermediate Accounting I</td>
<td>4</td>
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<tr>
<td>A274</td>
<td>Intermediate Accounting II</td>
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<tr>
<td>A276</td>
<td>Financial Investigation</td>
<td>4</td>
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<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>J125</td>
<td>Criminal Law and Procedures</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 95*

The Financial Investigation specialization is available online.

* Credit totals do not include Foundation Courses. These courses may be required of some students based upon placement examinations.

OBJECTIVE

Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and the ability to relate accounting concepts to the world around them.
OBJECTIVE

Graduates of this degree program know major concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B094</td>
<td>Geometry</td>
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</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
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<td>B097</td>
<td>Foundations of English I</td>
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<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
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</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
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</tr>
<tr>
<td>G145L</td>
<td>Human Biology Lab</td>
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<tr>
<td>G156</td>
<td>Human Biology</td>
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<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
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<tr>
<td>G160</td>
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<td>G161</td>
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Mathematics (Select 1 course)

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<td>G161</td>
<td>Quantitative Literacy</td>
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Natural Sciences (Required courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
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<tr>
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</tr>
<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
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Social and Behavioral Sciences (Required courses)

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<td>G204</td>
<td>Microeconomics</td>
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Major and Core Courses

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<tr>
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<td>B233</td>
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<td>B271</td>
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<td>E150</td>
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</table>

* Credit totals do not include Foundation Courses. These courses may be required of some students based upon placement examinations.

** Principles of Economics is required. Students must select an additional course from the Social Sciences category to meet the required amount of general education credits in that category.

Business Administration Specialization

<table>
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<th>Number</th>
<th>Course</th>
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<td>B119</td>
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<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D181</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>D279</td>
<td>Computer Focused Principles</td>
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</table>

Total Degree Credits

95*

The Business Administration specialization is available online.

Call Center Management Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>B242</td>
<td>Multicultural Communications for Business</td>
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<tr>
<td>B270</td>
<td>Introduction to Global Business</td>
<td>4</td>
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<tr>
<td>B272</td>
<td>Call Center Strategic Leadership</td>
<td>4</td>
</tr>
<tr>
<td>B275</td>
<td>Call Center Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B276</td>
<td>Call Center Labor Force Management</td>
<td>4</td>
</tr>
<tr>
<td>B278</td>
<td>Call Center Operations Management</td>
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</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
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</table>

Total Degree Credits

97*

The Call Center Management specialization is available online.

Entrepreneurship Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B146</td>
<td>Introduction to Entrepreneurship</td>
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<tr>
<td>B240</td>
<td>Entrepreneurial Product and Service Planning</td>
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<td>B243</td>
<td>Entrepreneurial Marketing</td>
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<td>B244</td>
<td>Entrepreneurial Finance: Capitalization for the Entrepreneur</td>
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<td>B247</td>
<td>Entrepreneurial Internship</td>
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<td>B293</td>
<td>Business Ethics</td>
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</table>

Total Degree Credits

93*

The Entrepreneurship specialization is available online.

Human Resource Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B165</td>
<td>Introduction to Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>B249</td>
<td>Risk Management and Insurance</td>
<td>4</td>
</tr>
<tr>
<td>B250</td>
<td>Training and Development</td>
<td>4</td>
</tr>
<tr>
<td>B267</td>
<td>Employment Law</td>
<td>4</td>
</tr>
<tr>
<td>B268</td>
<td>Compensation and Benefits Management</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits

97*

The Human Resource specialization is available online.

Internet Marketing Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B223</td>
<td>Internet Consumer Behavior</td>
<td>4</td>
</tr>
<tr>
<td>B224</td>
<td>Marketing Ethics</td>
<td>4</td>
</tr>
<tr>
<td>B228</td>
<td>Search Engine Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B229</td>
<td>Target/Audience Messaging</td>
<td>4</td>
</tr>
<tr>
<td>B231</td>
<td>Web Media Marketing</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits

93*

The Internet Marketing specialization is available online.

Marketing and Sales Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
<td>4</td>
</tr>
<tr>
<td>B140</td>
<td>Sales Techniques</td>
<td>4</td>
</tr>
<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B224</td>
<td>Marketing Ethics</td>
<td>4</td>
</tr>
<tr>
<td>B232</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>B263</td>
<td>Principles of Advertising</td>
<td>4</td>
</tr>
<tr>
<td>R200</td>
<td>Principles of Retailing</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits

97*

The Marketing and Sales specialization is available online.
### Early Childhood Education AAS Degree

**Standard Length of Program** • 6 Quarters Full-Time • 8 Quarters Part-Time

**Career Areas** • Early Childhood Teacher • Teacher Assistant • Early Childhood Special Education Assistant • Preschool Teacher

#### Objective

Graduates of this program know management and supervisory skills in the early childhood field, and the rules that govern early childhood centers. They understand developmentally appropriate practices, and techniques for behavior guidance and classroom management. They can plan and implement curriculum, and establish and maintain a safe environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, professionalism in the workplace, and lifelong learning.

### Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
<td>4</td>
</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

### General Education Courses

#### English Composition (Required course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Communication (Required course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
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</table>

#### Humanities and Fine Arts (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G125</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Mathematics (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G160</td>
<td>General Education Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G161</td>
<td>Quantitative Literacy</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Natural Sciences (Required courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G156</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Social and Behavioral Sciences (Select 2 courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G123</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G146</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>G203</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G204</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>G242</td>
<td>American/U.S. National Government</td>
<td>4</td>
</tr>
<tr>
<td>G270</td>
<td>United States History; 1900 to the Present</td>
<td>4</td>
</tr>
</tbody>
</table>

### Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC151A</td>
<td>Foundations of Child Development</td>
<td>4</td>
</tr>
<tr>
<td>CC152</td>
<td>Early Childhood Education Curriculum and Instruction</td>
<td>4</td>
</tr>
<tr>
<td>CC153A</td>
<td>Health, Safety, and Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>CC154A</td>
<td>Observing and Promoting Development in the Early Childhood Classroom</td>
<td>8</td>
</tr>
<tr>
<td>CC155</td>
<td>Creating a Learning Environment</td>
<td>10</td>
</tr>
<tr>
<td>CC156</td>
<td>Implementing Curriculum in the Early Childhood Classroom</td>
<td>10</td>
</tr>
<tr>
<td>CC258A</td>
<td>Infant and Toddler Development</td>
<td>4</td>
</tr>
<tr>
<td>CC259</td>
<td>Dynamics of the Family</td>
<td>4</td>
</tr>
<tr>
<td>CC260A</td>
<td>The Exceptional Child</td>
<td>4</td>
</tr>
<tr>
<td>CC261A</td>
<td>Emerging Literacy through Children’s Literature</td>
<td>4</td>
</tr>
<tr>
<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Degree Credits** 99*

The Early Childhood Education program is available online.

*Credit totals do not include Foundation Courses. These courses may be required of some students based upon placement examinations. In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.
OBJECTIVE

Graduates of this program know the history and development of the criminal-justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity in the criminal justice system.

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
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<td>B095</td>
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</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>G125</td>
<td>Humanities and Fine Arts (Select 2 courses)</td>
<td>4</td>
</tr>
<tr>
<td>G145</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>G224</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
</tbody>
</table>

Mathematics (Select 1 course)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G160</td>
<td>General Education Statistics</td>
<td>4</td>
</tr>
<tr>
<td>G161</td>
<td>Quantitative Literacy</td>
<td>4</td>
</tr>
</tbody>
</table>

Natural Sciences (Required courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G156</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

Social and Behavioral Sciences (Required courses)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
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</table>

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>J100</td>
<td>Introduction to Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J102</td>
<td>Criminology</td>
<td>4</td>
</tr>
<tr>
<td>J115</td>
<td>Introduction to Corrections</td>
<td>4</td>
</tr>
<tr>
<td>J120</td>
<td>Policing in America</td>
<td>4</td>
</tr>
<tr>
<td>J125</td>
<td>Criminal Law and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>J200</td>
<td>Domestic Violence</td>
<td>4</td>
</tr>
<tr>
<td>J205</td>
<td>Juvenile Justice</td>
<td>4</td>
</tr>
<tr>
<td>J250</td>
<td>Drugs and Crime</td>
<td>4</td>
</tr>
<tr>
<td>J255</td>
<td>Ethics in Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>J280</td>
<td>Contemporary Issues in Criminal Justice Capstone</td>
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</table>

Corrections Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J116</td>
<td>Case Management</td>
<td>4</td>
</tr>
<tr>
<td>J211</td>
<td>Counseling Clients</td>
<td>4</td>
</tr>
<tr>
<td>J212</td>
<td>Legal Principles in Corrections</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 95*

The Corrections specialization is available online.

Crime Scene Evidence Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J160</td>
<td>Introduction to Forensic Science</td>
<td>4</td>
</tr>
<tr>
<td>J260</td>
<td>Introduction to Investigations</td>
<td>4</td>
</tr>
<tr>
<td>J261</td>
<td>Crime Scene Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 95*

The Crime Scene Evidence specialization is available online.

Homeland Security Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J130</td>
<td>Introduction to Homeland Security</td>
<td>4</td>
</tr>
<tr>
<td>J230</td>
<td>Terrorism</td>
<td>4</td>
</tr>
<tr>
<td>J245</td>
<td>Security Challenges</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 95*

The Homeland Security specialization is available online.

Law Enforcement Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>J122</td>
<td>Crime Scene to Conviction: Critical Skills in Documentation</td>
<td>4</td>
</tr>
<tr>
<td>J222</td>
<td>Practical Psychology for Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>J226</td>
<td>Legal Code for Law Enforcement</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Degree Credits 95*

The Law Enforcement specialization is available online.

*Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations. In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.
**Paralegal AAS Degree**

**Standard Length of Program** • 6 Quarters Full-Time • 8 Quarters Part-Time

**Career Areas** • Paralegal • Legal Assistant • Legal Secretary • Compliance Specialist

---

**Objective**

Graduates of this program know the principles of legal research and writing. They understand criminal, family, corporate, and real-estate law. They can provide services in all areas of the legal system, such as courts, law firms, and government agencies, under the supervision of an attorney. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and integrity. Paralegals may not provide legal services directly to the public, except as permitted by law.

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**Foundation Courses**

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<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
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<tr>
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<td>English Composition</td>
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</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
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</tr>
<tr>
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<td>Introduction to Critical Thinking</td>
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<td>Introduction to Literature</td>
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**Mathematics** (Select 1 course)

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**Natural Sciences** (Required courses)

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<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G156</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>G156L</td>
<td>Human Biology Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

**Social and Behavioral Sciences** (Required courses)

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<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G142</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>G148</td>
<td>General Psychology</td>
<td>4</td>
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</tbody>
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**Major and Core Courses**

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<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>D111</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
<td>4</td>
</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>PL100</td>
<td>Introduction to Law and the Legal System</td>
<td>4</td>
</tr>
<tr>
<td>PL110</td>
<td>Introduction to Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PL121</td>
<td>Civil Litigation and Procedure I</td>
<td>4</td>
</tr>
<tr>
<td>PL122</td>
<td>Civil Litigation and Procedure II</td>
<td>4</td>
</tr>
<tr>
<td>PL140</td>
<td>Contracts</td>
<td>4</td>
</tr>
<tr>
<td>PL211</td>
<td>Legal Research and Writing I</td>
<td>4</td>
</tr>
<tr>
<td>PL212</td>
<td>Legal Research and Writing II</td>
<td>4</td>
</tr>
<tr>
<td>PL215</td>
<td>Real Estate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL216</td>
<td>Corporate Law</td>
<td>4</td>
</tr>
<tr>
<td>PL219</td>
<td>Law Office Technology</td>
<td>4</td>
</tr>
<tr>
<td>PL225</td>
<td>Torts</td>
<td>4</td>
</tr>
<tr>
<td>PL230</td>
<td>Family Law</td>
<td>4</td>
</tr>
<tr>
<td>PL290</td>
<td>Paralegal Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Degree Credits** 96*

*This Paralegal program is available online.

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

Rasmussen College’s Eagan and Ocala Campus locations have been approved by the National Association of Legal Assistants (NALA) as a testing center for the Certified Legal Assistant/Certified Paralegal (CLA/CP) examination.

In addition to meeting all other admissions requirements, applicants to this program must also complete a criminal background check.
OBJECTIVE

Graduates of this program understand how information systems are used in business and how technology adds value to business processes. Depending on the specialization area chosen, graduates will have the skills to install and manage networks, troubleshoot applications and help users, create and modify websites as needed, safeguard networks and proprietary information, manage and utilize databases in a business environment, or utilize IP Telephony to enhance communications for an organization. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and business and professional skills.

Foundation Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B094</td>
<td>Geometry</td>
<td>4</td>
</tr>
<tr>
<td>B095</td>
<td>Combined Basic and Intermediate Algebra</td>
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</tr>
<tr>
<td>B097</td>
<td>Foundations of English I</td>
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</tr>
<tr>
<td>B098</td>
<td>Foundations of English II</td>
<td>4</td>
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</tbody>
</table>

Students must either demonstrate mastery of the subject matter in Foundation Courses through a STEP placement exam or by successful completion of Foundation Courses.

General Education Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>G124</td>
<td>English Composition (Required course)</td>
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<tr>
<td>G125</td>
<td>Humanities</td>
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<tr>
<td>G145</td>
<td>Film Appreciation</td>
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</tr>
<tr>
<td>G234</td>
<td>Introduction to Critical Thinking</td>
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</tr>
<tr>
<td>G230</td>
<td>Introduction to Literature</td>
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<tr>
<td>G160</td>
<td>General Education Statistics</td>
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<tr>
<td>G161</td>
<td>Quantitative Literacy</td>
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</tbody>
</table>

Natural Sciences (Required course)

G156 | Human Biology | 4
G156L | Human Biology Lab | 2

Social and Behavioral Sciences (Select 2 courses)

G123 | Principles of Economics | 4
G142 | Introduction to Sociology | 4
G146 | Human Geography | 4
G148 | General Psychology | 4
G202 | Microeconomics | 4
G204 | Microeconomics | 4
G242 | American/U.S. National Government | 4
G270 | United States History: 1900 to the Present | 4

Major and Core Courses

<table>
<thead>
<tr>
<th>Number</th>
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<tbody>
<tr>
<td>B119</td>
<td>Customer Service</td>
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<tr>
<td>B136</td>
<td>Introduction to Business</td>
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<tr>
<td>B271</td>
<td>Professional Communication</td>
<td>4</td>
</tr>
<tr>
<td>B293</td>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>D132</td>
<td>Computer Applications and Business Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>E150</td>
<td>Success Strategies</td>
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<td>Career Development</td>
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Web Programming Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
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<tbody>
<tr>
<td>W110</td>
<td>JavaScript</td>
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</tr>
<tr>
<td>W112</td>
<td>Database Design and SQL</td>
<td>3</td>
</tr>
<tr>
<td>W114</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>W116</td>
<td>Introduction to Web Design Software</td>
<td>3</td>
</tr>
<tr>
<td>W118</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>W122</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>W210</td>
<td>Java</td>
<td>3</td>
</tr>
<tr>
<td>W215</td>
<td>PERL/C</td>
<td>3</td>
</tr>
<tr>
<td>W216</td>
<td>PHP/MYSQL</td>
<td>3</td>
</tr>
<tr>
<td>W222</td>
<td>Visual Basic 2005 Advanced</td>
<td>3</td>
</tr>
<tr>
<td>W290</td>
<td>Web Programming Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

The Web Programming specialization is available online.

Network Administration Specialization

B220 | Project Planning and Documentation | 4
N112 | PC Hardware and Software I (A+) | 3
N113 | PC Hardware and Software II (A+) | 3
N127 | Microsoft Windows Workstations | 3
N133 | Networking Fundamentals | 3
N290 | Information Technology Capstone | 2
S120 | Word for Windows | 3
W108 | Introduction to Website Design | 3

Elective Courses for Computer Information Technology

(Select one of the following elective groups, for 9 credits)

Group I - Information Technician Elective Group

N112 | PC Hardware and Software I | 3
N113 | PC Hardware and Software II | 3
N228 | Microsoft Windows Server | 3

Total Degree Credits 95*

Group II - Multimedia Web Elective Group

NM111 | Introduction to Computer Graphics | 3
NM272 | Multimedia Technologies | 3
W206 | Advanced Website Design | 3

Total Degree Credits 95*

The Multimedia Web elective group is available online.

Database Administration Specialization

B220 | Project Planning and Documentation | 4
D283 | Access | 3
N127 | Microsoft Windows Workstations | 3
N228 | Microsoft Windows Server | 3
N270 | Oracle Database Administration | 3
N271 | SQL Server Administration | 3
N272 | SQL Server Development | 3
N273 | Business Intelligence Reporting | 3
N290 | Information Technology Capstone | 2
W112 | Database Design & SQL | 3
W114 | Fundamentals of Programming | 3
W122 | Introduction to Visual Basic | 3

Total Degree Credits 95*

The Database Administration specialization is available online.

IP Telephony Specialization

B220 | Project Planning and Documentation | 4
N112 | PC Hardware and Software I | 3
N113 | PC Hardware and Software II | 3
N127 | Microsoft Windows Workstations | 3
N133 | Networking Fundamentals | 3
N164 | Voice Over IP Fundamentals | 3
N228 | Microsoft Windows Server | 3
N235 | Cisco Networking Fundamentals and Routing | 3
N264 | IP Telephony | 3
N265 | Quality of Service (QoS) | 3
N290 | Information Technology Capstone | 2

Total Degree Credits 92*

Networking Security Specialization

B220 | Project Planning and Documentation | 4
N112 | PC Hardware and Software I | 3
N113 | PC Hardware and Software II | 3
N127 | Microsoft Windows Workstations | 3
N133 | Networking Fundamentals | 3
N141 | Networking Security Fundamentals | 3
N228 | Microsoft Windows Server | 3
N235 | Cisco Networking Fundamentals and Routing | 3
N251 | Introduction to Computer Forensics | 3
N252 | Networking Security Advanced | 3
N253 | Managing Information Security | 3
N290 | Information Technology Capstone | 2

Total Degree Credits 95*

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.
### Multimedia Technologies AAS Degree

**Digital Design and Animation • Web Design**

**Standard Length of Program**
- 6 Quarters Full-Time
- 8 Quarters Part-Time

**Career Areas**
- 2D Graphic Design
- Print & Digital Advertising
- Video Game Art
- Interactive Multimedia Specialist
- Website Design and Creation

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#### Foundation Courses

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<td>4</td>
</tr>
<tr>
<td>G227</td>
<td>Oral Communication</td>
<td>4</td>
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</table>

**Humanities and Fine Arts (Select 2 courses)**
- G125 Humanities
- G145 Film Appreciation
- G224 Introduction to Critical Thinking
- G230 Introduction to Literature

**Mathematics (Select 1 course)**
- G160 General Education Statistics
- G161 Quantitative Literacy

**Natural Sciences (Required courses)**
- G156 Human Biology
- G156L Human Biology Lab

**Social and Behavioral Sciences (Select 2 courses)**

*NOTE: Students who take Principles of Economics may not take Macroeconomics or Microeconomics*

- G123 Principles of Economics
- G146 Human Geography
- G148 General Psychology
- G203 Macroeconomics
- G204 Microeconomics
- G242 American/U.S. National Government
- G270 United States History: 1900 to the Present

---

#### Major and Core Courses

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<td>Introduction to Business</td>
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<tr>
<td>B218</td>
<td>E-Commerce</td>
<td>4</td>
</tr>
<tr>
<td>B220</td>
<td>Project Planning and Documentation</td>
<td>4</td>
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<tr>
<td>B271</td>
<td>Professional Communication</td>
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</tr>
<tr>
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<tr>
<td>E242</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>NM111</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>NM113</td>
<td>Introduction to Multimedia and Computer Graphic Arts</td>
<td>3</td>
</tr>
<tr>
<td>NM121</td>
<td>Typography</td>
<td>3</td>
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<tr>
<td>NM122</td>
<td>Digital Publishing</td>
<td>3</td>
</tr>
<tr>
<td>NM124</td>
<td>Color Theory and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>NM130</td>
<td>Audio/Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>NM141</td>
<td>Digital Media Production</td>
<td>3</td>
</tr>
<tr>
<td>NM252</td>
<td>Fundamentals of Web Authoring and Design</td>
<td>3</td>
</tr>
<tr>
<td>NM262</td>
<td>Digital Media Assembly</td>
<td>3</td>
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<tr>
<td>NM272</td>
<td>Multimedia Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM280</td>
<td>Multimedia Portfolio Development</td>
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#### Digital Design and Animation Specialization

<table>
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<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NM110</td>
<td>Drawing Design and Art Theory</td>
<td>3</td>
</tr>
<tr>
<td>NM131</td>
<td>Introduction to 3D Arts and Animation</td>
<td>3</td>
</tr>
<tr>
<td>NM240</td>
<td>3-Dimensional Animation</td>
<td>3</td>
</tr>
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</table>

**Total Degree Credits** 97*  

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#### Web Design Specialization

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NM115</td>
<td>Networking and Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NM250</td>
<td>Dynamic Content Management</td>
<td>3</td>
</tr>
<tr>
<td>NM260</td>
<td>Server Side Scripting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Credits** 97*  

The Web Design specialization is available online.

---

* Credit totals do not include Foundations of English I/II or Foundations of Math. These courses may be required of some students based upon placement examinations.

**Objective**
Graduates of this program know basic theories of visual and interactive media design, project management, and portfolio development. They understand business and can apply this understanding to multimedia projects. They can create multimedia projects involving traditional art techniques, video, and audio assets. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and lifelong learning.

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**Business Management AAS Degree**

Internet Marketing • See School of Business on Page 14
# COURSE DESCRIPTIONS

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (cooperative education or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with related lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student’s ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Academic Dean or Campus Director.

### Online-Only Courses
Courses designated with an asterisk (*) are generally offered only as online classes. Few if any residential sections of those courses will be scheduled. Please check with your Campus Director and/or Dean for details.

### Credit Definition
Credit Hour: The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system, and awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, practicum contained in a quarter, or the equivalent in directed study.

Clock Hour = Equal to 50 minutes of instruction.

### How to Read Course Descriptions
Course description numbers that fall below 100 are considered developmental courses. Course description numbers that range from 100-199 are considered entry level courses. Course description numbers that range from 200-299 are considered more advanced courses and may function as second-year courses or capstone courses. Course description numbers that range from 300-399 are considered upper division courses that may function as third-year courses. Course description numbers that range from 400-499 are considered advanced upper division courses that may function as fourth-year requirements for a Bachelor’s degree.

### Course Descriptions

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Accounting</td>
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<td>B</td>
<td>Business</td>
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<td>4</td>
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<tr>
<td>C</td>
<td>Child Care</td>
<td>40</td>
<td>4</td>
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<tr>
<td>D</td>
<td>Computers</td>
<td>40</td>
<td>4</td>
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<tr>
<td>E</td>
<td>Banking and Finance</td>
<td>40</td>
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<td>F</td>
<td>General Education</td>
<td>40</td>
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<td>G</td>
<td>Criminal Justice</td>
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<td>H</td>
<td>Law</td>
<td>40</td>
<td>4</td>
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<tr>
<td>I</td>
<td>Medical/Allied Health</td>
<td>40</td>
<td>4</td>
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<td>J</td>
<td>Medical Assisting</td>
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<td>K</td>
<td>Massage Therapy</td>
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<td>L</td>
<td>Network</td>
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<td>M</td>
<td>Multimedia</td>
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<td>Paralegal</td>
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<td>P</td>
<td>Retail/Sales</td>
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<tr>
<td>Q</td>
<td>Secretarial/Office Administration</td>
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<tr>
<td>R</td>
<td>Web Programming</td>
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<td>4</td>
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<td>A153</td>
<td>Accounting III</td>
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<td>A177</td>
<td>Payroll Accounting</td>
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<td>Financial Accounting</td>
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<tr>
<td>A242</td>
<td>Managerial Accounting</td>
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<td>40</td>
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<tr>
<td>B205</td>
<td>Business Calculus</td>
<td>40</td>
<td>4</td>
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<tr>
<td>B215</td>
<td>Business Statistics</td>
<td>40</td>
<td>4</td>
</tr>
</tbody>
</table>

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### Course Descriptions

#### B218 E-Commerce
40 hours, 4 credits
This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet, the impact of e-commerce on customer relations (advertising, marketing, customer service), using information technologies for accounting, managing inventories and security, and designing strategies for keeping current with changes in the practice of e-commerce.
Prerequisite: none

#### B220 Project Planning and Documentation*
40 hours, 4 credits
This course encompasses timelines, deadlines, team-building, communication issues and problem solving. The course is set with pre-defined scenarios to assist with the understanding of project roles and phases. The students work through related issues and produce a resolution in a well written format.
Prerequisites: Intended for student’s last quarter.

#### B223 Internet Consumer Behavior*
40 hours, 4 credits
This course is designed in three basic sections which provide students a full understanding of the way consumers shop and how products are best marketed. Section one explores the consumer motives for buying specific to personality traits, demographics and psychographics. Section two covers marketing tactics for the savvy non-persuasive consumer and the final section covers managerial and group decision making. This course assists students to understand and apply the concepts of consumer behavior to real companies and marketing situations through the use of current case-studies, visuals and scientific research on consumer behavior.
Prerequisite: E-Commerce

#### B224 Marketing Ethics*
40 hours, 4 credits
Using current case-studies, this course is designed to provide students the opportunity to discuss and debate the difference between ethical and unethical business conduct. Students will then use this information to understand how today’s ideals and principles are applied to the practice of ethical reasoning, market decision making and accurate reporting with the purpose of understanding guidelines designed to protect and inform today’s consumers.
Prerequisite: E-Commerce

#### B228 Search Engine Marketing*
40 hours, 4 credits
This course combines a unique mix of business, writing, and technical skills as students develop an understanding of the basics of search marketing, a search marketing program, and the steps involved in the execution and tracking of success. This course will assist students in understanding the complexities and similarities of online marketing vehicles, paid marketing, organic marketing, and how to purchase online media for the purpose of creating a quality marketing mix.
Prerequisite: E-Commerce

#### B229 Target/Audience Messaging*
40 hours, 4 credits
This course explores the necessity of using DDM data driven marketing to decide between your best market, marginal market and those who are not your market. This course begins with the concept of “Affordable Cost Per Order” (ACPO). This course will provide students an understanding of the critical economic factors which determine market success and how to use them as a competitive advantage.
Prerequisite: E-Commerce

#### B230 Principles of Finance
40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Accounting I

#### B231 Web Media Marketing*
40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media coverage and online public relations.
Prerequisite: E-Commerce

#### B232 Principles of Marketing
40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none

#### B233 Principles of Management
40 hours, 4 credits
A study of the aspects of the practice of management necessary for the development of managerial skills and insight.
Prerequisite: none

#### B234 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.
Prerequisite: none

#### B240 Entrepreneurial Product and Service Planning
40 hours, 4 credits
Students will explore the ways in which products and services are developed. They will review the various methods used to identify market opportunities, to engage in market sizing, and to develop an understanding of the competition. Students will develop a basic product development plan, which will include a detailed description of how the product or service will be designed, sourced or manufactured, and delivered to the client. Students will also examine the lifecycle of products and services once they are launched.
Prerequisite: Introduction to Entrepreneurship

#### B242 Multicultural Communications for Business*
40 hours, 4 credits
This course provides an introduction to the challenges a diverse workforce presents in today’s global economy. Specific areas of study will be coping with diverse communication styles, allowing for divergent approaches to task completion, mitigating different attitudes toward conflict, and resolution management and protocols for ensuring multicultural collaboration.
Prerequisite: none

#### B243 Entrepreneurial Marketing
40 hours, 4 credits
Students will examine all aspects of entrepreneurial marketing. Using marketing emphasis is placed on the risk management entrepreneurial marketing tactics and will create a marketing strategy for their chosen product or service. From this strategy, students will create a competitive market plan. They will also present their ideas to the class.
Prerequisite: Introduction to Entrepreneurship

#### B244 Entrepreneurial Finance: Capitalization for the Entrepreneur
40 hours, 4 credits
Students will examine the ways in which entrepreneurial ventures are financed. They will explore how to raise both start-up and operating capital. Students will participate in a simulation designed to teach them the value of financial management and the practical use of tools such as cash flow statements, balance sheets, income and cash flow statements.
Prerequisite: Principles of Finance

#### B247 Entrepreneurial Internship
120 hours, 4 credits
Students will complete an unpaid internship with a local entrepreneur or business owner. The College facilitates the process of matching students with entrepreneurs. The internship will integrate the student’s coursework into a comprehensive understanding of entrepreneurship, providing students with hands-on learning opportunities and work experience. During the internship, the student will shadow the entrepreneur and write a series of short, reflective papers based on their experience.
Prerequisite: Entrepreneurship student in last or second-to-last quarter

#### B249 Risk Management and Insurance*
40 hours, 4 credits
A survey of the general principles of risk management and insurance and their role in business. Topics include the relationship of risk transfer, risk avoidance, and risk retention to risk management and loss control methods as used for decision making in human resources and finance. Emphasis is placed on the risk management process which includes the identification of risks, evaluation of risks, and selection of an appropriate management response, implementation, and review.
Prerequisite: Introduction to Human Resource Management

#### B250 Training and Development*
40 hours, 4 credits
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.
Prerequisite: Introduction to Human Resource Management

#### B262 Principles of Advertising
40 hours, 4 credits
Theory, principles and functions of advertising, its role and its social and economic structure. Newspaper, magazines, radio and television area reviewed as advertising media.
Prerequisite: Principles of Marketing

#### B267 Employment Law*
40 hours, 4 credits
Students will develop an understanding of selected legal issues involved in human resource management. Legal issues to be addressed include: labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The prim ary orientation of the course will be to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that learners can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters.
Prerequisite: Introduction to Human Resource Management

#### B268 Compensation and Benefits Management*
40 hours, 4 credits
This course addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. This course will help students understand the role that an integrated total compensation program can play in contributing to organizational success. You will learn about effective compensation strategies and how various emerging issues impact program design.
Prerequisite: Introduction to Human Resource Management

#### B271 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Foundations of English II or placement determined by STEP assessment score.

#### B272 Call Center Strategic Leadership*
40 hours, 4 credits
This course will focus on strategic leadership specific to assembling and preparing a strong team, defining quality assurance methodologies, determining appropriate performance metrics, executing motivation and retention strategies and understanding legal and personnel issues in correlation with strategic leadership as seen through an assessment of financial and risk management.
Prerequisite: none

#### B275 Call Center Customer Service Representative Skills*
40 hours, 4 credits
Considering the success of any call center rests in the hands of its Customer Service Representatives, it is critical that training, continual skills assessment and professional development opportunities are incorporated into the business cycle. This course will define the requisite skills for exemplary reps as well as discuss different assessment tools and skill building techniques. Further, this course will also examine Customer Relationship Management (CRM) principles specific to call routing applications.
Prerequisite: none

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Courses designated with an asterisk (*) are generally offered only as online classes.
B276 Call Center Labor Force Management* 40 hours, 4 credits
This course provides an introduction to determining the staffing requirements which balance customer requests and satisfaction and while meeting budget margins critical to the overall success of the business. As such, this course will focus on the forecasting of labor force needs, staffing requests, understanding of daily service management requirements, and the benefits and barriers to the incorporation of automated software tools to assist in this process.
Prerequisite: none

B278 Call Center Operations Management* 40 hours, 4 credits
This course provides an introduction to technologies and tools available for call centers and their applications. Starting with the importance of site selection, facility design and management, this course will progress systematically through the process of developing a call center from inception to execution.
Prerequisite: none

B280 Business Capstone* 20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate Degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via completion of a Capstone project.
Prerequisite: Students must be enrolled in the Business Associate’s Degree program and in their last or second-to-last quarter.

B293 Business Ethics 40 hours, 4 credits
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.
Prerequisite: none

B323 Advanced Principles of Marketing 40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value.
Prerequisite: Principles of Marketing

B330 Advanced Principles of Financial Management 40 hours, 4 credits
This course teaches students financial management theory and practice and how it applies in the real world of business. Students learn basic and advanced valuation, capital budgeting, long-term financing, mergers and acquisitions, and international corporate finance.
Prerequisite: Principles of Management

B333 Principles of Management II 40 hours, 4 credits
Through theory, self-analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.
Prerequisite: Principles of Management

B351 Management of Information Systems 40 hours, 4 credits
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.
Prerequisites: Computer Applications and Business System Concepts, Introduction to Business

B352 International Business 40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workplace.
Prerequisite: Principles of Management

B360 Operations Management 40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials; controlling and maintaining inventories; and producing goods or services that meet customers’ expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: Introduction to Business

B365 Human Resource Management 40 hours, 4 credits
The purpose of this course is to enable the student to develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. This course includes a study of the major functions in personal management including job analysis, human capital planning, selection of personnel, performance evaluation, training and wage and salary administration.
Prerequisite: Principles of Management

B370 Organizational Behavior Analysis 40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group dynamics, motivation, morale, and communication.
Prerequisite: Introduction to Business

B371 Research and Report Writing 40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

B382 Insurance 40 hours, 4 credits
This course examines the characteristics of those areas of risk and uncertainty where the mechanisms of insurance are effective alternatives. Insurable risks of both business and individuals are covered. The concepts, contracts, and institutions involved in insurance, as well as governmental regulations that impact the industry.
Prerequisite: Introduction to Business

B404 Negotiation and Conflict Management 40 hours, 4 credits
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: Introduction to Business

B415 Risk Management 40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risks in various business environments.
Prerequisite: Introduction to Business

B417 Information Technology Project Management 40 hours, 4 credits
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will then practice a project appropriate to their fields of study.
Prerequisite: Computer Information Systems

B428 Money and Banking 40 hours, 4 credits
This course is an examination of the structure and operations of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.
Prerequisite: Principles of Economics or equivalent

B441 Personnel and Labor Relations 40 hours, 4 credits
This course examines the context of labor relations, the collective bargaining process, labor contracts, and labor relations.
Prerequisite: Principles of Management

B460 Strategic Management 40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: Introduction to Business

B472 Internship 60 hours, 2 credits
Students will complete an unpaid internship in a business management discipline with either their current employer or a Rasmussen corporate partner. The College facilitates the process, matching students with the appropriate employer and internship opportunity.

The internship will integrate prior coursework into a comprehensive understanding of the business management disciplines and provide students with hands-on learning opportunities and professional experience. During the internship, the student will shadow an employer, complete a project, and write a series of short, reflective papers based on their experience.
Prerequisite: Business BS student in last or second-to-last quarter

B474 Small Business Management 40 hours, 4 credits
This course is a study of the factors involved in starting and managing a small- to medium-sized business. Emphasis is on the conduct of a pre-business feasibility study, and start-up of the business, successful management and options for succession or termination. Students will prepare a sample business plan.
Prerequisite: Principles of Management

B491 Legal and Ethical Environment of Business 40 hours, 4 credits
This course presents an overview of the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisite: none

B492 Contemporary Leadership Challenges 40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.
Prerequisite: Principles of Management

B498 Management Capstone* 30 hours, 3 credits
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed to be taken during the student’s last semester.
Prerequisite: Business BS student in last or second-to-last quarter.

CC151A Foundations of Child Development 40 hours, 4 credits
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.
Prerequisite: none

CC152 Early Childhood Education Curriculum and Instruction 40 hours, 4 credits
This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized.
Prerequisite: none
CC153A Health, Safety, and Nutrition  
40 hours, 4 credits  
This course examines the role of early childhood professionals working in the field via the policies and procedures governed by the state. Students will learn guidelines for establishing safe environments. They will also learn strategies for implementing health policies, controlling disease, establishing proper nutrition, and responding to children’s special health concerns. Students will carry out a 2-hour observation in the field of education.  
Prerequisite: none

CC154A Observing and Promoting Development in the Early Childhood Classroom  
240 hours, 8 credits  
Under externship supervision, the student will observe and implement developmentally appropriate practice techniques while interacting with children and family.  
Prerequisite: none

CC155 Creating a Learning Environment  
300 hours, 10 credits  
Continuation of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.  
Prerequisite: Observing and Promoting Development in the Early Childhood Classroom

CC156 Implementing Curriculum in the Early Childhood Classroom  
300 hours, 10 credits  
This course is a combination of Observing and Promoting Development in the Early Childhood Classroom. The focus is on developmentally appropriate practices and leadership.  
Prerequisite: Creating a Learning Environment

CC252A Infant and Toddler Development  
40 hours, 4 credits  
This course will provide the foundation for responsive, relationship-based curriculum for infants and toddlers in group care. This course will introduce the philosophy and theory behind primary care, continuity of care, and respectful care as it relates to brain and attachment research. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical, and cognitive development.  
Prerequisite: none

CC259 Dynamics of the Family  
40 hours, 4 credits  
This course will focus on the dynamics of the family and the family’s influence on the growth and development of children. The history of family systems, child rearing, and parenting styles will be discussed. The course will explore issues that families of today face.  
Prerequisite: none

CC260A The Exceptional Child  
40 hours, 4 credits  
This course is designed to explore the benefits of inclusion in the early-childhood setting. Students will develop an understanding that children with disabilities can learn in regular education settings. This course will provide opportunities for students to serve as role models as they develop positive relationships, self-management, and professionalism.  
Prerequisite: none

CC261A Emerging Literacy through Children’s Literature  
40 hours, 4 credits  
This course covers the history, selection, and integration of literature and language in the early-childhood curriculum. Topics include developmentally appropriate children’s literature and the use of books, and other media to enhance language and literacy in the early childhood setting. Strategies for enhancing emerging literacy through techniques such as selecting appropriate books for story telling, reading aloud, puppetry, and flannel-board use will also be emphasized.  
Prerequisite: none

D111 Computer Information Systems  
40 hours, 3 credits  
This course is an introductory course designed to teach students fundamental computer concepts as well as serve as an introduction to the Microsoft Office suite. The focus of this course will include Word, Excel, PowerPoint and Access. This course will briefly cover e-mail, Internet and Windows file management, as the course prepares students for a computerized work place.  
Prerequisite: none

D132 Computer Applications and Business Systems Concepts  
40 hours, 3 credits  
This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents, designing databases, spreadsheet creation and analysis, using the internet and e-commerce tools, and creating presentations with enhanced features and web tools.  
Prerequisite: none

D181 Excel  
40 hours, 3 credits  
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.  
Prerequisite: Computer Information Systems

D187 Professional Presentations  
40 hours, 3 credits  
This course is designed to incorporate two Microsoft Office presentation programs into a single, powerful tool that can be used to create Professional Presentations. Students will learn to use PowerPoint and Publisher as partners in creating multidimensional presentations.  
Prerequisite: Computer Information Systems

D279 Computer Funded Principles  
40 hours, 3 credits  
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.  
Prerequisite: Accounting I

D283 Access  
40 hours, 3 credits  
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Access. Students will be introduced to database management features ranging from the creation and modification of databases to maintaining data integrity. This course is designed to help prepare students for the Access portion of the Microsoft Office Specialist certification exam.  
Prerequisite: Computer Information Systems

E150 Success Strategies  
40 hours, 4 credits  
This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management, and professionalism.  
Prerequisite: none

E242 Career Development  
20 hours, 2 credits  
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including résumé and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.  
Prerequisite: none

F111 Introduction to Banking*  
40 hours, 4 credits  
This course is the standard introduction to the banking process. It touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.  
Prerequisite: none

F212 Fundamentals of Consumer Lending*  
40 hours, 4 credits  
This course provides the basic knowledge about consumer credit. It will cover terminology, basic categories of consumer credit, determining credit worthiness, and the application process. It includes the origin of regulations protecting consumer credit transactions, and reviews specific regulations that apply to consumer credit.  
Prerequisite: Introduction to Banking

F213 Introduction to Mortgage Lending*  
40 hours, 4 credits  
This course examines mortgage lending, not only from the aspect of lending to individuals for the purchase of a residence, but also that of providing loans for apartment buildings and loans for real estate developers as well. It covers construction and permanent financing for residential property, real estate law, documentation, mortgage loan servicing, the secondary mortgage market; the role of government in mortgage lending; and residential real estate as an investment.  
Prerequisite: Introduction to Banking

F215 Principles of Banking Law*  
40 hours, 4 credits  
This course will guide students through the legal and regulatory issues. Every part of the banking process, from taking deposits and making loans to operating safe deposit boxes and offering trust services, is governed by laws for the purpose of protecting consumers or maintaining the safety and soundness of the bank.  
Prerequisite: Introduction to Banking

G123 Principles of Economics  
40 hours, 4 credits  
Introduces students to the fundamentals of national income theories, price theories and behavior of the firm under various economic conditions. Includes the economic roles of business, government and households; economic growth and development, money and banking, and international economics.  
Prerequisite: none

G124 English Composition  
40 hours, 4 credits  
This course is intended to help students develop their ability to write and express ideas in a clear and organized manner. The course also focuses on structural knowledge and style, with an emphasis on grammar and writing.  
Prerequisite: Passing grade in Foundations of English I or placement determined by STEP assessment score

G125 Humanities  
40 hours, 4 credits  
This course investigates human creative achievement and is designed to increase the student’s understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.  
Prerequisite: none

G126A English Composition  
40 hours, 4 credits  
This course is designed to help prepare students for the Writing portion of the Microsoft Office Specialist certification exam.  
Prerequisite: English Composition

G142 Introduction to Sociology  
40 hours, 4 credits  
A study of society, including the rules, interactions and cultural patterns that organize everyday life. Includes the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification and interactions among diverse groups of people.  
Prerequisite: none

G145 Film Appreciation  
40 hours, 4 credits  
An introduction to film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative genres, directorial style, cinematography, acting, and editing.  
Prerequisite: none

G146 Human Geography  
40 hours, 4 credits  
A systematic or regional introduction to the basic concepts of human geography, including the causes and consequences of the uneven distribution of human activity.  
Prerequisite: none

G148 General Psychology  
40 hours, 4 credits  
A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior and individual differences.  
Prerequisite: none

Courses designated with an asterisk (*) are generally offered only as online classes.
G150 Structure and Function of the Human Body 40 hours, 4 credits
This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.
Prerequisite: none

G156 Human Biology Lab 40 hours, 2 credits
A laboratory course that examines practical aspects of selected concepts in biology and their application to technology. Concepts may include heredity, growth, development, health and ecology. Human systems may be studied as they relate to the major topics. Emphasis will be placed on the relationship of the issues to the individual and society.
Co-requisite: Human Biology

G160 General Education Statistics 40 hours, 4 credits
The general education statistics course provides students with an opportunity to acquire a reasonable level of statistical literacy and thus expand their base for understanding a variety of work-related, societal, and personal problems and statistical approaches to solutions of these problems. The main objective of the course is the development of statistical reasoning. Detailed techniques of statistical analysis and the mathematical development of statistical procedures are not emphasized.
Prerequisite: Combined Basic and Intermediate Algebra with a passing grade, or placement determined by STEP assessment score

G161 Quantitative Literacy 40 hours, 4 credits
This course is designed to provide the basic numeracy needed by a college graduate to reason quantitatively, that is, to reason about quantities, their magnitudes and their relationships between and among other quantities. This course is non-algorithmic in nature, rather conceptual understanding will be stressed. The course will not fulfill a mathematics requirement for the Bachelor of Science degree. In this course, students will develop competency in problem solving and analysis helpful to personal decision-making as well as the decision-making graduate by an educated citizen of the 21st century.
Prerequisite: Combined Basic and Intermediate Algebra with a passing grade, or placement determined by STEP assessment score

G203 Macroeconomics 40 hours, 4 credits
Introduction to national income theories, economic fluctuations and growth, money and banking, and international economics.
Prerequisites: none

G204 Microeconomics 40 hours, 4 credits
Introduction to price theories, the behavior of the firm under varying market conditions and the behavior of the consumer.
Prerequisite: none

G224 Introduction to Critical Thinking 40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

G227 Oral Communication 40 hours, 4 credits
The oral communication course: (1) develops awareness of the communication process; (2) provides invention, organizational and expressive strategies; (3) promotes understanding of and adaptation to a variety of communication contexts; and (4) emphasizes critical skills in listening, reading, speaking and writing.
Prerequisite: none

G301 Introduction to Literature 40 hours, 4 credits
This course offers an introduction to the major literary genres: Fiction, poetry, drama, and literary non-fiction. Students will study the basic elements of each genre, learn how to compare genres, become familiar with sample texts that illustrate the particularities of each genre, and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determining literary meaning, form, and value.
Prerequisite: none

G234 Introduction to Geology 40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.
Prerequisite: none

G239 Introduction to Astronomy 40 hours, 4 credits
Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation and the origin and evolution of the universe.
Prerequisite: none

G242 American/U.S. National Government 40 hours, 4 credits
An introduction to the organization and function of the U.S. national government. Includes the U.S. Constitution; the federal system; political behavior, executive, legislative, and judicial powers; and public policy.
Prerequisite: none

G245 Introduction to Geology 40 hours, 4 credits
Examines basic geologic principles from a physical or historical perspective. Includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth’s surface and phenomena; and the evolutionary history of the earth, including its life forms, oceans and atmosphere.
Prerequisite: none

G270 United States History: 1900 to Present 40 hours, 4 credits
Political, social, and economic history of the United States, including the origins and development of its peoples and cultures to the present.
Prerequisite: none

G333 American Religious History 40 hours, 4 credits
A survey of the contribution of religion to American culture, including the differences between rural and urban society, the development of religious freedom and the rise of a “secular religion.” Examines the emergence of new forms of belief and practice and the variety of religious issues confronting American society today.
Prerequisite: none

G401 Comparative Politics 40 hours, 4 credits
This course introduces students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: none

J100 Introduction to Criminal Justice 40 hours, 4 credits
An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America’s court systems.
Co-requisite: Criminology

J102 Criminology 40 hours, 4 credits
This course examines the social and behavioral issues involved in the study of crime as a social phenomenon. Included is an explanation of what crime is, what causes crime, and the various techniques for measuring the amounts and characteristics of crime and criminals.
Co-requisite: Introduction to Criminal Justice

J115 Introduction to Corrections 40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.
Prerequisite: Introduction to Criminal Justice

J116 Case Management* 40 hours, 4 credits
Students will explore client-interview skills and practice the skills of analyzing and writing about literary texts. Reading and analysis of texts will include a variety of literary forms and periods. Students will engage in approaches to determining literary meaning, form, and value.
Prerequisite: none

J117 Criminal Law and Procedures 40 hours, 4 credits
Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.
Prerequisite: Introduction to Criminal Justice

J130 Introduction to Homeland Security* 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.
Prerequisite: Introduction to Criminal Justice

J160 Introduction to Forensic Science* 40 hours, 4 credits
A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined.
Prerequisite: Introduction to Criminal Justice

J205 Juvenile Justice 40 hours, 4 credits
This course provides an examination of substantive and procedural criminal law. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility, and common law principles are examined.
Prerequisite: Introduction to Criminal Justice

J206 Juvenile Justice 40 hours, 4 credits
An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment programs.
Prerequisite: Introduction to Criminal Justice
Prerequisite: Introduction to Criminal Justice

J245 Security Challenges*
40 hours, 4 credits
This course is an examination of the field of security and the security challenges faced in the current world situation. Both public and private security issues will be evaluated based on organization, law, and risk. Defense basics will be explored internally and externally. Specific threats to transportation, cargo, and information from terrorism will be reviewed. This course concludes with a critical look at the future of security.
Prerequisite: Introduction to Criminal Justice

J255 Ethics in Criminal Justice
40 hours, 4 credits
This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in criminal justice, but also of how sound moral decisions are made in response to them.
Prerequisite: Introduction to Criminal Justice

J260 Introduction to Investigations*
40 hours, 4 credits
Students will become familiar with the fundamentals of criminal investigation, including the process and responsibilities of investigations. They will examine property and person-to-person crimes, with a special focus on writing skills and the management of an investigation.
Prerequisite: Criminal Law and Procedures

J281 Crime Scene Analysis*
40 hours, 4 credits
Students learn the process and function of securing and working a crime scene. They will become familiar with different types of evidence, including trace, biological, and impression evidence. They will examine the proper collection and documentation of evidence from a crime scene.
Prerequisite: Introduction to Forensic Science

J280 Contemporary Issues in Criminal Justice Capstone*
40 hours, 4 credits
The capstone class examines the future of the criminal justice system. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. This course includes ten hours of field experience.
Prerequisite: Introduction to Criminal Justice. Students must be enrolled in the Criminal Justice program and in their last or second to last quarter.

M120 Medical Terminology*
40 hours, 4 credits
This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomical roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

M140A Intermediate ICD-9-CM Coding
40 hours, 3 credits
This course provides in-depth study of the International Classification of Diseases (ICD-9-CM) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology, Pathology I (or prerequisite or corequisite)

M200 Medical Office Procedures*
40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.
Prerequisite: Medical Terminology

M205 Medical Transcription I*
40 hours, 3 credits
The student will transcribe medical histories, physical examination and other medical reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms.
Prerequisite: Medical Terminology, Keyboarding I

M206 Medical Transcription II*
40 hours, 3 credits
A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastroenterological, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English.
Prerequisite: Medical Transcription I

M207 Medical Transcription III*
40 hours, 3 credits
A continuation of Medical Transcription II, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastroenterological, orthopedics, general pathology, and selected specialty options. The course includes transcription from CD of health care professionals who are non-native speakers of English and operate reports.
Prerequisite: Medical Transcription II

M208 Introduction to Health Information Management
40 hours, 4 credits
This course introduces the student to the history of the profession of the health information technician and the management of health information. Students will learn about the organization of health care facilities, the members of the health care team and how to contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information.
Prerequisite: none

M209 Medical Insurance and Billing
40 hours, 3 credits
This course will develop an understanding of the insurance system as it relates to health care services. Students will learn the process of insurance claim submission, and will review introductory medical coding. They will also examine plan options, payer requirements, state and federal regulations, and abstracting of source documents.
Prerequisite: Medical Terminology

M211 Quality Analysis and Management
40 hours, 4 credits
This course covers quality improvement methodologies used in acute and long term care, and the quality issues of health information services. This course includes data collection and compilation of health care statistics.
Prerequisite: Introduction to Health Information Management

M218 Management of Health Information Services*
40 hours, 4 credits
The study of management, supervision, and human resource principles with application to the health information services departments in various health care settings. Students will learn how to measure and manage productivity of HIM staff and explore the HIM management role in relation to other hospital departments.
Prerequisite: Introduction to Health Information Management (or co-requisite)

M223 Pathology I*
40 hours, 4 credits
Students will study basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I, or Structure and Function of the Human Body

M224 Pathology II*
40 hours, 4 credits
Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems.
Prerequisite: Pathology I

Courses designated with an asterisk (*) are generally offered only as online classes.
M229 Healthcare Information Technologies

This course covers the elements of the electronic health record planning and implementation process, as well as the ongoing management of systems. It provides a solid background about EHR history, trends, and common challenges. Students will also explore technology and software applications in various healthcare disciplines.

Prerequisites: Introduction to Health Information Management, Computer Information Systems

M230 Medical Law and Ethics

40 hours, 4 credits
A study of the United States legal system and court process with emphasis on legal and ethical issues within the health care environment. Fraud and abuse, patient privacy and confidentiality, and professional practice law and ethics will be covered. This course will include a project that is specific to the student’s program of study.

Prerequisite: none

M251 Medical Coding Practicum*

30 hours, 1 credit
This course offers supervised practical experience in a simulated campus or online setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience in medical coding under the direction of a college HIT/Coding instructor or practicing medical coding professional. The practicum offers the student experience as a medical coder using actual or simulated medical documentation, and is essential to training.

Prerequisite: Ambulatory Care Coding

M252 Health Information Practicum*

60 hours, 2 credits
A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HMI departments and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.

Prerequisites: Medical Law and Ethics, Healthcare Information Technologies, Quality Analysis and Management

M280 Medical Transcription Capstone*

50 hours, 3 credits
A supervised experience in medical transcription work settings, simulated lab, and student assignments and presentations that demonstrate competency and understanding of the medical transcription field. Student-planned field trips will be required. Students will transcribe actual medical dictation and be evaluated by the instructor on transcription accuracy, productivity, and professional/ethical conduct. The Capstone is intended to integrate course learning through practical experience in a workplace or simulated setting.

Prerequisite: Medical Transcription II

M290 Medical Administration Capstone*

10 hours, 1 credit
This capstone course is designed to allow students to integrate the information and skills learned in the Medical Administration program. Students will complete a capstone project that incorporates coding, transcription, administration, and medical office management skills.

Prerequisite: Medical Administration student in last or second-to-last quarter.

MA110 Clinical Skills I

60 hours, 4 credits
In this course students will begin their study of the essential and basic core of back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, office procedures, medical law and ethics, records management, bookkeeping and billing, health insurance and coding, infection control, and patient assessment. They will follow applied-learning approaches to all skills development and performance objectives.

Prerequisites: Medical Terminology, Human Anatomy and Physiology

MA135 Pharmacology for the Allied Health Professional

40 hours, 4 credits
Students in this course will learn the pharmacology concepts necessary for a variety of allied-health programs. They will study drugs according to their therapeutic applications. They will examine pertinent physiology and related diseases before discussing the pharmacology of the drug. Students will also learn basic regulations that apply to drugs.

Prerequisites: Medical Terminology; Human Anatomy and Physiology I, or Structure and Function of the Human Body

MA145 Clinical Skills II

60 hours, 4 credits
Students will continue their study of the essential and basic core of back-office medical-assisting skills. They will master knowledge and skills including patient examination and assessment, minor surgical procedures, pharmacology, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers. Students will follow applied-learning approaches to all skills development and performance objectives.

Prerequisite: Clinical Skills I

MA225 Laboratory Skills for Medical Assisting

60 hours, 4 credits
In this course students will study medical laboratory procedures and techniques that are significant to medical and laboratory assistants and allied medical care professionals. They will learn about laboratory equipment and safety, and issues of patient confidentiality. They will learn to collect specimens, perform laboratory procedures including urinalysis and hematology, chemistry, immunology, and microbiology testing.

Prerequisites: Clinical Skills II or (co-requisite)

MA230 Medical Assistant Internship

180 hours, 6 credits
Students will engage in an 11-week on-the-job training experience in a physician’s office/clinic in their field of study or medical-specialty interest. The extern will perform medical-assisting job duties in both the front-office administrative area and the back-office clinical area, in order to develop on-the-job learning skills. Under no circumstances will the student extem receive pay for the internship hours worked. In the lecture portion of the course, students will learn jobsearch techniques and skills for entry-level medical assistants.

Prerequisites: Laboratory Skills for Medical Assisting, approval of Medical Assisting Program Coordinator

MA241 Human Anatomy and Physiology I

80 hours, 5 credits
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology is emphasized. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Prerequisite: none

MA242 Human Anatomy and Physiology II

80 hours, 5 credits
In this course students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.

Prerequisites: Human Anatomy and Physiology I

N112 PC Hardware and Software I

40 hours, 3 credits
In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include; the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials.

Prerequisite: none

N113 PC Hardware and Software II

40 hours, 3 credits
This course is a continuation of PC Hardware and Software I. The topics covered include review of previous topics, telecommunication networking, the Internet, and printing. Additional topics in this course are virus prevention, disaster recovery and maintenance planning. Finally, the student will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to PC Hardware and Software I helps prepare students to take the CompTIA A+ certification exam.

Prerequisite: PC Hardware and Software I

N127 Microsoft Windows Workstations*

40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure a Windows Workstation. The course gives the student the ability to provide technical support to a Windows Workstation. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: none

N133 Networking Fundamentals*

40 hours, 3 credits
This course has been designed to teach the foundations of networking. The course covers Local Area Networks and Wide Area Networks on how communications is accomplished in those environments. Students will learn the different Protocols used in networking. The course will cover the designing networks both cabled and wireless. Students will learn basic troubleshooting of a network and how to maintain it. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the CompTIA Network+ certification exam.

Prerequisite: Microsoft Windows Workstations or advisor/faculty approval

N141 Networking Security Fundamentals*

40 hours, 3 credits
This course introduces students to general security concepts including authentication methods, cryptography basics, and common network attacks and how to safeguard against them. Students will learn to create secure communications for remote access, e-mail, the Web, directory and file transfer, and wireless data. They will understand the consequences of physical security and disaster recovery. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the course materials.

Prerequisite: Networking Fundamentals

N164 Voice Over IP Fundamentals

40 hours, 3 credits
The goal of this course is to introduce students to Voice over IP (VoIP) communications and the different features and benefits inherent in deploying communications this way. Students will learn the differences inherent between Public Switched Telephone Networks (PSTN) and VoIP systems. They will discover the signaling that is done with VoIP and learn about the configuration issues when switching over systems to VoIP.

Prerequisite: Networking Fundamentals

N208 Linux Administration*

40 hours, 3 credits
This course is designed for introduction of the Linux operating system. The students will learn to install, configure, maintain, administration, and use programming features of Linux operating system. Students will learn how download and install source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This course uses a combination of a reading, lecture, Internet based research, and lab work to reinforce the course materials. Further, this course helps prepare students to take the CompTIA Network+ certification exam.

Prerequisite: Microsoft Windows Workstations

N226 Windows Active Directory*

40 hours, 3 credits
The course will teach the concepts of utilizing Microsoft Windows Active Directory. Students will learn to install, setup, configure, utilize, maintain and troubleshoot Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.

Prerequisite: Microsoft Windows Server

Courses designated with an asterisk (*) are generally offered only as online classes.
N228 Microsoft Windows Server* 40 hours, 3 credits
This course provides students with the knowledge and skills necessary to install and configure Windows Server and perform post-installation and day-to-day administrative tasks. The course gives the student the background needed to provide technical support for Windows Servers. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs to reinforce the material covered. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Microsoft Windows Workstations
N234 Microsoft Exchange Server* 40 hours, 3 credits
In this course students will learn a wide range of information about Exchange Server, from installation, configuration, administration, troubleshooting to management. Further, this course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Microsoft Windows Server
N235 Cisco Networking Fundamentals and Routing* 40 hours, 3 credits
In this course students will learn the skills necessary to deploy a new Cisco network or manage an existing network. The course provides a wide range of information, starting with a review of the basic building blocks of networks through advanced Cisco networking topic such as access control list, WAN connectivity, and virtual LANs. The lab assignments included in this course give students adequate hands-on experience with Cisco equipment, allowing them to gain confidence in working with live networks. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, this course helps prepare students to take the Cisco CCENT exam.
Prerequisite: Networking Fundamentals
N251 Introduction to Computer Forensics 40 hours, 3 credits
This course introduces students with a comprehensive understanding of computer forensics and investigation tools and techniques. They learn what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system architectures and disk structures are discussed. The student learns how to set up an investigator's office and laboratory, what computer forensic hardware and software tools are available, the importance of digital evidence controls and how to process crime and incident scenes. Finally, they learn the details of data acquisition, computer forensic analysis, e-mail networking and messaging issues. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Further, the course helps prepare students to take the Microsoft Certified Technology Specialist exam.
Prerequisite: Microsoft Windows Server
N252 Networking Security Advanced 40 hours, 3 credits
This course takes an in-depth look at network defense concepts and techniques. Students will examine the tools, techniques and techniques used in securing the information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security and Assurance. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning. Further, this course helps students prepare to take the Security Certified Program, Network Defense and Countermeasures exam, SCO-402.
Prerequisite: Cisco Networking Fundamentals and Routing
N253 Managing Information Security 30 hours, 3 credits
Information security is not only an IT, but a management issue. Therefore, this course introduces students to a detailed examination of the systems-wide perspective of information security. They begin with the strategic planning process for security, which includes an examination of the policies, procedures and staffing functions necessary to organize and administrate ongoing security functions in an organization. Course subjects include security practices, security architecture and models, continued monitoring and disaster recovery planning. This course is one step in helping students prepare to take the CISSP certification exam.
Prerequisite: Networking Security Advanced
N254 IP Telephony 40 hours, 3 credits
This course will serve as the foundation for learning Cisco Call Manager Express and Cisco Unity Express in different network configurations and environments. In this first of a two course sequence students will learn how to install and initially configure these two products in typical network environments. Students will also learn about the various phone options and features currently available to organizations implementing IP telephony.
Prerequisite: Voice Over IP Fundamentals
N265 Quality of Service (QoS) 40 hours, 3 credits
This course will look at how Quality of Service can affect not only IP-based applications on a network but also general network performance. Various tools and procedures are introduced in this course for dealing with congestion, traffic policing and shaping, and utilizing drop policies where appropriate. In addition, there will be attention paid to the topic of QoS on the LAN, and why it is an important topic to consider and review for overall network performance.
Prerequisite: IP Telephony
N270 Oracle Database Administration 40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer Oracle databases. Students will learn the various tools available to set up the database, query, configure, performance monitoring, and enhance security for the Oracle database. The course will emphasize the skills needed for day-to-day maintenance of the database.
Prerequisite: Database Design and SQL
N271 SQL Server Administration 40 hours, 3 credits
The goal of this course is to prepare individuals to work with and administer SQL Server. Students will learn how to install and maintain SQL Server and also how to use various tools helpful in creating backups, promoting security, and to enhance availability and performance of the database.
Prerequisite: Database Design and SQL
N272 SQL Server Development 40 hours, 3 credits
This course seeks to prepare the students for programming in the SQL Server environment. Students will learn how to manipulate and work with database objects through T-SQL to create and alter tables as needed. In addition, students taking this class will learn to modify queries, work with constraints, and deal with normalization issues as they learn to program in this environment.
Prerequisite: SQL Server Administration
N273 Business Intelligence Reporting 40 hours, 3 credits
The goal of this course is to allow students to understand what business intelligence is and how it affects the success or failure of organizations. In particular, this course will focus on business intelligence using Crystal Reports as the basis for deriving this information.
Prerequisite: SQL Server 2005 Administration
N290 Information Technology Capstone* 20 hours, 2 credits
This course summarizes key learning throughout the student’s program. Students apply what they’ve learned by solving a real-world programming problem. This problem-solving exercise encompasses timelines, deadlines, team-building, and communication issues. Prerequisite: This course is intended to be completed in the student’s last quarter.
NM110 Drawing Design and Art Theory 40 hours, 3 credits
This course introduces the fundamentals of drawing through five elements of art (line, space, value, form and texture). A series of exercises and assignments focuses on various applications involving form, lighting, perspective, figure drawing and historical studies.
Prerequisite: none
NM111 Introduction to Computer Graphics 40 hours, 3 credits
This course gives students an overview of desktop publishing and other graphic software that enables them to use the computer as a graphic design tool. Additional topics include file management, the Internet, basic keyboarding, and basic troubleshooting.
Prerequisite: none
NM133 Introduction to Multimedia and Computer Graphics Arts 40 hours, 3 credits
This course is designed to provide the student an overview and exposure to the basic multimedia concepts and software. Students examine introductory theory and concepts of four tracks in multimedia: Web, Interactive, Video, and 3D. Preparation of all multimedia elements are stressed throughout the class with an emphasis on trouble shooting and problem solving.
Prerequisite: Introduction to Computer Graphics
NM147 Networking and Internet Technologies 40 hours, 3 credits
The goal of this course is to provide an introduction to networking and Internet technologies. This course covers a wide range of material about the Internet, from using the Internet to demonstrating how the Internet works, using Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of Internet, such as the CGI model of networking. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional’s standpoint, making it a practical preparation for the real world.
Prerequisite: Introduction to Computer Graphics
NM121 Typograph 40 hours, 3 credits
This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message.
Prerequisite: Introduction to Computer Graphics
NM122 Digital Publishing 40 hours, 3 credits
This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, and working toward finished results primarily in printed form as well as web.
Prerequisite: Introduction to Computer Graphics
NM124 Color Theory and Techniques 40 hours, 3 credits
This course introduces basic compositional principles of harmony and contrast through the practice of color applications, using felt tip markers, acrylic paints and markers. Basic exercises are introduced and practiced to learn how to achieve different product surfaces and create visual effectiveness. Use of color in printing also is explored.
Prerequisite: Introduction to Computer Graphics
NM130 Audio/Video Editing 40 hours, 3 credits
Students learn the theory and processes of audio/ video editing using non-linear editing software on the desktop. Exercises in production and post- production techniques will be applied for various delivery media. Students produce and edit a series of short videos for video, disk and Internet applications.
Prerequisite: Introduction to Computer Graphics
NM131 Introduction to 3D Arts and Animation 40 hours, 3 credits
This course introduces students to the fundamentals of 3-dimensional computer modeling and how it applies to a multimedia project. Using basic modeling techniques and utilizing texture, lighting, and environmental effects, students model and render 3-dimensional forms to create surreal and realistic images.
Prerequisite: Introduction to Computer Graphics
NM141 Digital Media Production 40 hours, 3 credits
This course is an in-depth study of the integration of components used in multimedia applications using authoring software. Students use industry-standard software as tools for producing interactive projects. Topics include basic animation techniques, special effects, transitions, and user interactivity.
Prerequisite: Introduction to Computer Graphics

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NM240 3-Dimensional Animation 40 hours, 3 credits
Once students have learned the basics of 3D modeling and rendering, they will explore the fundamentals of animation and the more advanced methods of modeling and texturing. Students will create photo-realistic products and environments utilizing complex technical techniques and thorough creative design. Emphasis will be placed on detailed modeling and texture mapping complementing elementary 3D animation and story development.
Prerequisite: Introduction to 3D Arts and Animation

NM250 Dynamic Content Management 40 hours, 3 credits
This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as report generation and database design. In addition, Structured Query Language is utilized to provide dynamic information for multimedia authoring.
Prerequisite: Introduction to Computer Graphics

NM252 Fundamentals of Web Authoring and Design 40 hours, 3 credits
This course focuses on the students’ basic authoring skills by focusing on the demands, details, and subtleties of creating web pages. HTML and supplemental client side scripting are the primary focus of the course. In addition, processes of graphic and multimedia creation — add-interactive, color, use, file management and formats, testing, publishing, and publicizing are addressed. Students use interactivity and multimedia elements to enhance their site design.
Prerequisite: Introduction to Computer Graphics

NM260 Server Side Scripting 40 hours, 3 credits
This course focuses on dynamic interactive web sites from a multimedia perspective. Emphasis is on data driven pages, interacting with client side scripting, dynamic web content and database access through server side scripting.
Prerequisites: Dynamic Content Management, Fundamentals of Web Authoring and Design

NM262 Digital Media Assembly 40 hours, 3 credits
In this course, students will develop and apply scripts to create slideshows, sound, and interactivity for informational and entertainment animations using authoring software. The project produced in this class will be available for use on CD-ROM.
Prerequisite: Digital Media Production

NM272 Multimedia Technologies 40 hours, 3 credits
In this course students will learn aspects of advanced programming languages that allow for scripting of complex interactive applications for Internet delivery. Students will also explore the newest technologies and their impact on multimedia and visual design.
Prerequisite: Introduction to Computer Graphics or Fundamentals of Programming

NM280 Multimedia Portfolio Development* 20 hours, 3 credits
In this course, students select a primary and secondary track to create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students will create a final portfolio/demo tape using a consistent theme related to their identity package.
Prerequisite: Multimedia Technologies student in last or second-to-last quarter.

PL100 Introduction to Law and the Legal System 40 hours, 4 credits
Students will examine the American legal system from a variety of perspectives. They will survey topics including essential history, the working structure of government, issues of court procedure, and specific legal concepts. In addition, they will investigate the role of the paralegal in the legal system, and the impact of legal ethics on the paralegal. Paralegal students will gain a foundation for further paralegal study, and students from other disciplines will gain an appreciation of the legal system's impact on their disciplines. Students will prepare a resume as part of this course.
Prerequisite: none

PL110 Introduction to Legal Research 40 hours, 4 credits
Students will explore the legal research and writing process for paralegals. They will receive an overview of legal source materials and how and when to incorporate those materials into the legal research process. They will learn practices of case document management in law offices and the legal system. In addition, students will create proper reports and documents required in the legal process.
Prerequisite: Introduction to Law and the Legal System

PL121 Civil Litigation and Procedure I 40 hours, 4 credits
Students will examine the lawyers and paralegal roles in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth, and students will be required to prepare complaints, motions, and answers.
Prerequisite: Introduction to Law and the Legal System

PL122 Civil Litigation and Procedure II 40 hours, 4 credits
Students will continue to develop and refine litigation skills. The course will focus on discovery, pre-trial procedure, trial procedure, post-trial procedure, and initial appellate documents.
Prerequisite: Civil Litigation and Procedure I

PL140 Contracts 40 hours, 4 credits
This course will provide students with a practical approach to the law of contracts. The class discussions and assignments will include analyzing contracts, breach of contracts, and the remedies provided for a breach of contract.
Prerequisite: Introduction to Law and the Legal System

PL211 Legal Research and Writing I 40 hours, 4 credits
After examining the sources of law and the structure of the federal and state systems, students will be introduced to case and statutory analysis and to an understanding of the role of the paralegal in performing substantive legal analysis and writing tasks. They will learn how to analyze and synthesize written opinions and will complete three significant writing projects.
Prerequisites: Introduction to Legal Research, English Composition

PL212 Legal Research and Writing II 40 hours, 4 credits
Students will continue to develop their writing and research skills. Students will use the results of their research in connection with at least three (3) significant writing projects, juglating memoranda of law.
Prerequisite: Legal Research and Writing I

PL215 Real Estate Law 40 hours, 4 credits
This course provides the basic concepts of the law of real property enabling the student to perform common tasks in a law office or financial institution. Upon completion of the course, the student will be able to prepare purchase and sale agreements, deeds, mortgages, closing statements with perations and other real estate related documents. The student will have a working knowledge of title searches and understanding of closing procedures. The student will also become familiar with mortgage foreclosures, landlord/tenant law, and zoning regulations.
Prerequisite: Introduction to Law and the Legal System

PL216 Corporate Law 40 hours, 4 credits
This course will provide students an overview of the formation, operation, and dissolution of the corporate entity. Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.
Prerequisite: Introduction to Law and the Legal System

PL219 Law Office Technology 40 hours, 4 credits
This course introduces students to the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office. Students will be introduced to and given the opportunity to utilize law oriented computer software applications. Students will be exposed to courses designed to provide the skills utilized by paralegals in file management, time, and docket management and computer based legal research and document movement.
Prerequisites: Introduction to Law and the Legal System, Computer Information Systems

PL225 Torts 40 hours, 4 credits
This course examines the fundamentals of tort law and provides a basic understanding of the principles of tort litigation. Through classroom discussions, projects and supervised library research, students will develop an overview of common types of actions in torts and their relevance to the paralegal.
Prerequisite: Introduction to Law and the Legal System

PL226 Family Law 40 hours, 4 credits
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research related to the practice of family law and domestic relations matters. The student will develop an understanding of the law relating to marriage, dissolution, divorce, annulment, custody and support, adoption, guardianship and paternity. Students will draft pleadings and documents including ante nuptial and property settlement agreements.
Prerequisite: Introduction to Law and the Legal System

PL229 Paralegal Internship 12 hours, 4 credits
This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney. The student must periodically submit written reports to the supervising instructor describing his/her experiences during the internship. The student is evaluated by his/her supervisor at the conclusion of the internship.
Prerequisite: Final-quarter status and consent of program coordinator.
PT280 Pharmacy Technician Capstone*
20 hours, 2 credits
This course is an overview of all pharmacy technician program courses and concepts, with an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination.
Prerequisites: Pharmacy Technician student in last or second-to-last quarter.

R200 Principles of Retailing
40 hours, 4 credits
This course is an overview of retail management, including organization, merchandising, retail sales, customer service, personnel management, and operations.
Prerequisite: none

S115 Keyboarding I*
40 hours, 3 credits
This course introduces students to the keyboard and basic formatting for business documents. An objective of 25 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: none

S116 Keyboarding II*
40 hours, 3 credits
This course is a production course with emphasis on document composition. Students will build upon skills gained in Keyboarding I and using their higher order thinking skills. This course will require student use of correct formatting in the creation of appropriate ethical and legally correct documents. An objective of 38 wpm on five-minute timed writings with 5 or fewer errors is the course goal.
Prerequisite: Keyboarding I

S120 Word for Windows*
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
Prerequisite: Computer Information Systems W108 Introduction to Website Design

W108 Introduction to Website Design
40 hours, 3 credits
This course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.
Prerequisite: Computer Information Systems W110 JavaScript

W110 JavaScript
40 hours, 3 credits
This course introduces students to web-authoring programming language. Students will gain the ability to create web applications and work with hyperlinks and include dynamic content. This course provides the process of creating and designing dynamic webpages.
Prerequisite: Introduction to HTML

W112 Database Design and SQL
40 hours, 3 credits
This course covers relational databases and their efficient design. The course will include database modeling and database design, the E-R model, and transaction management. The use of Structured Query Language (SQL) will be emphasized.
Prerequisite: none

W114 Fundamentals of Programming
40 hours, 3 credits
This course is an introduction to computer concepts, logic, and programming. It includes designing, coding, debugging, testing, and documenting programs using a high-level programming language. The course provides the beginning programmer with a guide to developing structured program logic.
Prerequisite: none

W116 Introduction to Web Design Software
40 hours, 3 credits
This course will introduce beginners to the tools and knowledge needed to create interesting, usable, and well designed websites.
Prerequisite: none

W118 Introduction to HTML
40 hours, 3 credits
This course will introduce students to the basics of HTML. Students will learn the latest in HTML, conforming to XML and XHTML coding standards. The course is a step-by-step approach for learning how to create, format, and enhance a webpage using HTML.
Prerequisite: none

W122 Introduction to Visual Basic
40 hours, 3 credits
This course is designed to introduce beginners to the tools and knowledge needed to create interesting, usable, and well designed websites.
Prerequisite: none

W208 Advanced Website Design
40 hours, 3 credits
This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals, creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I

W210 Java I
40 hours, 3 credits
This course covers the use of PHP scripting language and the MYSQL database to create dynamic webpages. Topics include PHP scripting fundamentals, creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Introduction to Website Design

W216 PHP/MYSQL
40 hours, 3 credits
This course will cover the PERL scripting language, the development of PERL code for web applications, and client/server socket programming using PERL.
Prerequisite: Java I

W215 PERL/CGI
40 hours, 3 credits
This course is an introduction to computer programming fundamentals, creating, accessing, and manipulating data with the MYSQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I

W215 PERL/CGI
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
Prerequisite: Computer Information Systems W108 Introduction to Website Design

W215 PERL/CGI
40 hours, 3 credits
This course is designed to investigate the advanced applications and concepts available in Microsoft Office Word. Students will be introduced to word processing features ranging from the creation of new documents to mail merge and web pages. This course is designed to help prepare students for the Word portion of the MOS certification exam.
Rasmussen College Admissions

Non-Discrimination Policy

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status under local, state, or federal laws.

Student Definition

The word “student” means the student himself or herself if he/she is the party to the contract, or his/ her parents or guardian or another person, if the parent, guardian, or other party has entered into the contract on behalf of the student.

Class Content

The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 12 students.

Class Standsings

Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130 credits or more completed

College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form
- Application fee
- An attestation of high school graduation or equivalency. If the attestation is found to be untrue, the student will be subject to immediate dismissal.
- A $75 non-refundable testing fee (covering the exam, and the refundable testing fee if alternate to join the program if another program or another person, if the parent, guardian, or other party has entered into the contract on behalf of the student.

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. The background check is designed to alert students to issues that may impair their ability to complete practicum activities or obtain employment upon graduation.

The programs that require a background check for admission are the following:

- Health Information Technician AAS
- Medical Administration AAS
- Medical Assisting AAS
- Medical Laboratory Technician AAS
- Pharmacy Technician AAS
- Early Childhood Education AAS
- Criminal Justice AAS
- Paralegal AAS

In addition to this general background check, applicants to the Law Enforcement program or the Professional Peace Officer Education track of the Criminal Justice AAS must also submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Human Services, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check reveals a potential problem. Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to enroll in the program. The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem.

A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities and/or finding employment after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College either will not allow the applicant to enroll in a certain program, or will remove a student from a certain program, based on the background check. The student may contact the background check firm to dispute the information contained in the background check. The College must be notified within seven days of receiving the pre-adverse action letter that the student is disputing the information. If this does not occur, the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available. If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision.

Applying to the Medical Laboratory Technician Program

Applicants must achieve a score on the STEP placement exam above that requiring a Foundations course as detailed in the current Rasmussen College catalog. Applicants must be able to qualify for Math and English Composition coursework even if plans are to transfer credits from a previous college or previously attended program. For current students who have achieved a STEP score above that requiring a Foundations course are not required to repeat the STEP test.

Once applicants have achieved a sufficient STEP score, they will be scheduled for the Evolve A2 entrance exam. Applicants must pay a $75 non-refundable testing fee (covering the exam, and the refundable testing fee if alternative to join the program if another program or another person, if the parent, guardian, or other party has entered into the contract on behalf of the student.

Students accepted into their program will receive a letter from the College via registered mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment at the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

Assessment

Rasmussen College has developed an institutional culture wherein assessment is at the heart of the College’s daily function. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six Purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to track and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment.

Math, Vocabulary, Reading, and Grammar

Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

- Application
- Application fee
- Background screening

Any additional program-specific requirements as specified at the time of enrollment. A Health physical will be required and must be completed within the 6 months prior to the internship/ program.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a $30 non-refundable re-test fee. Only two attempts will be granted during a six-month period. Applicants who do not achieve the required score as listed above will not be able to repeat the internship process for 6 months after the date of test. After this period applicants must repeat the entire internship process before acceptance can be granted. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College via registered mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment at the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

Individual Progress

Students may enroll in one or more courses at a time, or in succeeding quarters, without enrolling in a program of study. To be considered for admission, individual progress students must complete the application form and attestation of high school graduation. The STEP test is not required for I.P. students. Individual progress coursework is assessed at the full cost per credit for each course. Individual progress students remain enrolled at Rasmussen College as long as they continue to select coursework and meet all additional requirements. Upon successful completion of their courses, individual progress students will receive a letter grade and be awarded credits. To enroll in a program at Rasmussen College, students must complete remaining programmatic application requirements (including the STEP test if required). Individual progress courses will be applied to their degree program, and count as credits attempted and earned for purposes of Satisfactory Academic Progress (SAP).

Immunoization Requirements

In addition to other entrance requirements, Allied Health programs may require specific immunizations upon enrollment. Please see your campus for details.

Developmental Education

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP readling and writing, and math placement tests. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning students who have not successfully completed all the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test.
Coursework in math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of "S" in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

B097 Foundations of English I is not offered online. In addition, students who place at the level of either B097 Foundations of English I or B098 Foundations of English II are not eligible to enroll in fully online programs until the successful completion of B098.

Students who place at the level of B097 Foundations of English I or B098 Foundations of English II are not eligible for admission to Rasmussen College - Online.

Accommodations Policy

Rasmussen College recognizes its obligations under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty members in all programs, activities and employment. Students with disabilities do not have to self-disclose or register with the Campus Accommodations Officer, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Officer to request such services. Students who are unsure who to contact should check with their Academic Dean.

STEP Retest Policy

The STEP entrance exam may not be retaken for initial placement purposes after the start of a Foundations level course.

On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only allowed to students seeking admission to Rasmussen College - Online.

Foundation Courses Timeframe

To help ensure student success, and that Rasmussen College is using the STEP placement test to its fullest potential, students who need foundation courses must complete all of those courses in their first three quarters. These students must, at a minimum, complete a foundation course in their first quarter of enrollment, except for students starting during a mid-term who may complete the course within their first two quarters. If for some reason students fail to do this, they cannot continue their education at Rasmussen College.

Equipment

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases and a helpdesk lab as needed.

Educational Records Definition

A student’s education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the Institution. Access to a student’s education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Grading System

The following grade scale applies to all ES, MA, ML, MT, PB, PT, ST and M coursework.

Letter Grade Percentage Range
A 100 to 93 %
A- 92 to 90 %
B+ 89 to 87 %
B 86 to 83%
B- 82 to 80%
C+ 79 to 77 %
C 76 to 73%
F Below 73%

All grades are to be credits successfully completed with the exception of the “W/AWD” and “UXI” which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See “Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines.”

Foundations Course Grading Scale

1. All Foundations courses are satisfactory/unsatisfactory (SX/UX) courses. In each of these courses, the final exam comprises 40% of the final grade. The remaining 60% of the final grade is determined by other coursework.
2. Students automatically pass B097 Foundations of English I if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class. Students in B097 Foundations of English I who earn a score of 25 or more (out of 35) on the post-test have achieved the necessary basic literacy skills and will not be required to take B098 Foundations of English II.
3. Students automatically pass B098 Foundations of English II if they achieve a score of 25 or more (out of 35 items) on the final exam/end of quarter post-test in this class.
4. Students automatically pass B094 Geometry if they achieve a score of 17 or more (out of 35 items) on the final exam/end of quarter post-test in this class. Students in B094 Geometry who earn a score of 22 or more (out of 35 items) on the post-test have achieved the necessary numeric skills and will not be required to take B095 Combined Basic and Intermediate Algebra.
5. Students who do not achieve the scores listed above on their final exams may still pass these courses. In such cases, the final exam counts as 40% of their overall grade, with their weekly work comprising the remaining 60%.

The following grading scale is then used to determine if students have passed the courses:

Incomplete Grade Policy

An IN indicates an incomplete grade, and a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following circumstances:

1. An incomplete form is completed which identifies:
   a. the work to be completed,
   b. qualifications for acceptable work,
   c. the deadline for completing the work (within two weeks of the last day of class),
   d. the grade to be entered should the student not complete the work by the deadline (the calculated grade).

2. Instructors will have one week for grading, recalculation of grades and processing of all documents required.
3. Incomplete forms will be maintained by the respective campus for approval and resolution. Students must request an incomplete prior to the last day of the term.
4. The Academic Dean must be informed of all incompletes granted. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
   a. The work to be completed must be regularly assigned work, identified in the course syllabus.
   b. The student can reasonably be expected to complete the work by the deadline.
   c. The student’s grade will be substantially improved.
   d. The student has demonstrated a commitment to completing work in a timely fashion.
5. Granting the incomplete is truly in the best interest of the student.
instructor include:

6. By completing the work, one of the following will apply:
   a. The student will learn substantive information by completing the work.
   b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

7. Allowing the student extra time compensates for events or conditions not within the student’s control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments.

8. Incomplete may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

9. Credits for all incomplete grades will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of classes. An incomplete grade not completed by the deadline will be changed to a “FA” (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average.

The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Policy for Change of Grade

Students should contact their instructors within one week of the start of a subsequent term regarding grade changes. Except for situations outlined below, only the instructor who issued the original grade may authorize its change. Instructors may change grades at their discretion, with the following guidelines:

Circumstances that may warrant a change of grade include:

- Emergency situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such situations include hospitalization, car accident, death of a close family member, or mandatory military service.
- Miscalculation of the final grade by the instructor.
- Situations involving miscommunications, misplaced assignments, or technical difficulties beyond the control of the student.
- Accommodation for special circumstances such as short-term disability or family leave.

Grade changes must be consistent with course policies as outlined on the syllabus. In particular, stated policies regarding the acceptance of late work and how points are apportioned must be followed.

Students must contact their instructors within two weeks of the start of a subsequent term regarding grade changes. Instructors will have one week from the time they are contacted by students to consider any requests for grade changes. No grade changes may be made after the end of the third week of the subsequent quarter. Graded disputes which cannot be resolved between instructors and students should be directed to the appropriate Dean.

Circumstances where a grade change may be authorized by someone other than the original instructor include:

- Administrative errors regarding grades will be corrected by administrative staff as soon as they are identified.
- If the original instructor is no longer available to submit a grade change (for example, an adjunct instructor no longer employed at the College), the Academic Dean may determine if a grade change is appropriate.
- The Dean may authorize grade changes in order to settle academic grievances.

Program Changes

If a student chooses to change his/her academic program, student defaults to the current catalog curriculum requirements. On occasion, a student may be left in their original catalog, assuming the desired program is still offered. The student must provide written authorization to change the program. A new enrollment agreement will be completed only upon a resulting change in tuition.

High School Professional Program

Rasmussen College waives tuition only for High School Teachers and Counselors. Participants are responsible for purchasing any books or materials needed for the class. Books may be purchased through the online bookstore. This program is only available to teachers and counselors in Minnesota, North Dakota, Florida, Illinois and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial course in the program. In order to qualify for this program, teachers and counselors must be employed at a high school (grades 9 – 12). Attendance is required during the session. The session must be completed prior to the start date of the course. Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in our online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition-free courses for high school professional are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College. Grades will be recorded as audit grades with the student classified as an audit student.

Independent Study Policy

Independent study classes require a student to contract with regularly qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a given course. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of a similar quality and with the same standards as required in a regularly scheduled class and will meet the standard performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.

6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

To complete the independent study, the student and instructor must meet to define the following:

a. When and where they will meet each week.
   b. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
   c. Progress checks to be reviewed by the Dean.
   d. Standards of academic quality for the work to be completed.
   e. Deadline for all work to be completed at the end of the quarter.

Credit by Examination

Eligibility to take credit by examination for 100-level and 200-level courses if an exam has been developed. Credit by examination is not offered for 300-level, 400-level courses, or for Success Strategies, Career Development, practicums, or capstone or designated capstones.

Program-Specific Medical Assisting and Medical Laboratory Technician courses, and 200-level Pharmacy Technician courses are not available for credit by examination. In addition, the Healthcare Information Technologies and Pharmacy Software/Automation/Insurance Billing courses are not available for credit by examination.

An examination score of 63% or higher is required to receive credit by examination. The examination grade will be reflect as “TO” (test-out) on the transcript, and will not count in the student’s grade-point average. These credits will not count as credits for financial-aid purposes.

A credit by examination may be taken only once for each course. If a student has already attempted the course, as indicated by a posted W/WD or FA/FD grade, no test-out attempt will be allowed. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Students with a minimum cumulative GPA of 2.0 in their program may request a waiver for any scheduled Mid or FT practicum coursework if they wish. Students must complete and submit the required paperwork to the Program Coordinator/Director prior to the start of the quarter of the practicum for it to be waivered. Students must have a variety of experiences in the necessary medical fields rather than just one area, and documentation will be required from the student’s employer. The Program Coordinator/ Director will inform the Academic Dean of the result of the evaluation, and if the waiver is granted the grade posted in the Rasmussen College student record will be a “CW.”

Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for any scheduled Mid or FT practicum coursework if they wish. Students must complete and submit the required paperwork to the Program Coordinator/Director prior to the start of the quarter of the practicum for it to be waivered. Students must have a variety of experiences in the necessary medical fields rather than just one area, and documentation will be required from the student’s employer. The Program Coordinator/ Director will inform the Academic Dean of the result of the evaluation, and if the waiver is granted the grade posted in the Rasmussen College student record will be a “CW.”

In some instances, the content of upper-level courses at Rasmussen College corresponds to lower-level courses in previous versions of the College’s two-year degree programs. (Although these OGP calculations), the course for which a two-year degree programs, their content was more suited to the upper-level core of a four-year degree program.

Depending on the total credits needed to complete a program, the following may be applied:

1. If a bachelor’s degree program student has taken a previous lower-level Rasmussen College course that corresponds to an upper-level course, and the student has completed an excess of other lower-level credits, the lower-level course will be taken in internal transfer and a grade entry of “CW” will be posted in the student record for the upper-level course. Students must still complete the required number of total credits to graduate from the bachelor’s degree program.

2. In some cases, to complete the required number of total credits for the bachelor’s degree program the student must complete an appropriate, additional upper-level course in substitution that has been approved by the Academic Dean. The earned grade for the course taken as a replacement will then be added to the student record and the grade and credits will be counted as part of the student’s total credits.

CourseWithdrawals

The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

Transfer Credit Policy

1. Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
2. Students must request that official transcripts containing coursework be reviewed for transfer of credit before be sent directly to Rasmussen College.
3. As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding courses which transferred and the Rasmussen College courses they will replace. This information is also noted on the Rasmussen College transcript.
4. Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines defined below.
f. Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of coursework with prerequisites that require completion of the Foundations courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses and passes the placement exams, the College may reconsider transfer of credit for those courses.

5. E422 Career Development is a course designed to facilitate lifetime career-placement services and the collection of the Graduate Achievement Portfolio. Therefore, although transfer credits may be considered for the E422 Career Development course, it is not available for credit by examination. Further, if previous college credits are accepted in transfer for this course, students must be required to complete with College placement representatives to review their employment status and to submit their Graduate Achievement Portfolio (which is a requirement for graduation).

6. Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.53 quarter credits.

7. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means.

8. All credit transfer is evaluated with the following guidelines:
   a. Transfer credits from accredited colleges, other than Rasmussen College, will be evaluated on course content. Most courses that are comparable in content from other colleges will be accepted. Students must have received a C or higher to transfer a course to a Rasmussen College program.
   b. Courses which have been transferred will be listed on the student’s transcript with a TR designation. However, grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average.
   c. Courses from accredited degree-granting colleges which are intended to transfer as general-education requirements will be considered in the General Education categories listed in the Rasmussen College catalog.
   d. Transfer credits from within the Rasmussen College system will be transferred directly from one Rasmussen College campus to another. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses will be computed in the student’s final grade-point average.
   e. When courses are not accepted for transfer, a student may file an appeal through the following process:
      i. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be needed.
      ii. The information will be reviewed by the Academic Dean, Campus Director, or Director of Campus Operations/Associate Campus Director, along with appropriate faculty.
      iii. The student will receive written notice of the decision.

All programs at Rasmussen College are designed to prepare students for the challenges of career and community life. Regardless of length, each program will integrate general education concepts and develop students:

1. Effectively communicate, orally and in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and ethical integrity.

In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, areas, issues, and emphasizes a set of general knowledge and content areas.

In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical principles and, for English courses, the difference between creative and critical thinking; the elements associated with various art forms, and/or the function of creative production and expression in society.

In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, fallacies, interpretations, and principles; the difference between facts and opinions, and/or the steps of the scientific method.

In the area of Social Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models in social science, methods of scientific inquiry as they affect social, medical education, and philosophical and political factors influence social and historical change.

General Education Requirements for Rasmussen College Credentials

AAS degree candidates must successfully complete all general education course requirements designated by program. AAS degree candidates must be completed thirty-two (32) credits of general education coursework, distributed across the following five categories: English Composition, Communication, Humanities, Math/Natural Science, and Social Science.

BS degree candidates must successfully complete thirty-two (32) credits of general education coursework, distributed across the following five categories: English Composition, Communication, Humanities, Math/Natural Science, and Social Science.

General Education Philosophy

The purpose of general education is to promote breadth of knowledge and intellectual inquiry as a central part of all programs, each of which is intended to enable graduates to enjoy productive and satisfying careers. Through general education students are challenged to sharpen oral and written communication skills, to understand the breadth of disciplines that support their selected field of study, and to function responsibly and constructively in a rapidly changing world.

Allied Health Externships, Practicums, and Clinicals

Externships, clinicals, and practicums for Allied Health programs are to be conducted in Rasmussen College facility or at the location where the practicum site will be established utilizing an agreement to determine the responsibilities of the practicum partner, Rasmussen College, and the participating student. Students may need to travel out of the immediate area to complete practicum activities. The cost of any such travel is the responsibility of the student.

In order to successfully complete a practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter in which the course is scheduled will fail the practicum course. All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be reimbursed for any educational in nature. The student will not receive any monetary remuneration during this educational experience, nor will he or she be reimbursed for any time associated with the practicum requirement, the student may be dismissed from the program and forfeit any accumulated hours.

School of Business Mission Statement

The Rasmussen School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic performance, commitment to life-long learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.

Graduation Requirements

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 50% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the Graduate Achievement Portfolio (GAP) is a graduation requirement for all programs regardless of length. Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Transcripts

Transcripts of credits will be given to students when all tuition obligations have been met. A fee of $5.00 is charged for each transcript. This fee is charged to all students requesting an academic transcript with exceptions to graduates and completers.

The institution reserves the right to withhold official academic transcripts from students under certain circumstances as well as any outstanding financial obligation to the College.
ACADEMIC INFORMATION AND POLICY LOCATIONS

Transfer to Other Colleges
Graduates or students who are considering transfer from Rasmussen College to other institutions recognize that acceptance of transfer credits is at the discretion of the receiving institution. However, many academic credits earned at Rasmussen College are acceptable in transfer by various institutions. Please see the Dean with questions about transfer to other colleges.

Attendance
A basic requirement for employment in any business is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Business etiquette also requires a class be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the responsibility of the student to contact the instructor and to get the assignments and information missed.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards), and attendance is not used as a method of evaluation for course grades. Faculty are required to keep accurate attendance records which are submitted to the University Office. Rasmussen College makes attendance records available to supporting agencies and organizations operating under the sanction of the College catalog and will be assigned grades according to the Rasmussen College Drop Class Policy.

Practicums/Externships in Allied Health programs have attendance expectations that differ from the attendance policy above. Those attendance policies can be found in the program-specific manuals/handbooks.

Consortium Agreement
Rasmussen College has signed consortium agreements among all Rasmussen College campuses. Course requirements for programs may be completed at any of the campus locations, as the schools have common ownership and common courses, students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and dispersed from the home campus. The home campus monitors satisfactory progress.

A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at another campus location.

Academic Misconduct Policy
Rasmussen College’s academic misconduct policy is as follows:

First Offense: Any student caught cheating will receive a 'F' on the assignment or test he/she is caught cheating on and will not be allowed to redo the work.

Second Offense: The student will be expelled from the course, and the final grade assigned for the course will be an ‘F/FA’.

Academic Misconduct Policy
The administration reserves the right to expel a student from the College if there are more than two offenses. The offenses can be from two different courses or from the same course in the same quarter. Cheating and abetting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner. Instruments or aids should work together to the extent possible prior to any communication with the student to determine the exact nature of the incident or incidents in question, in order to determine if misconduct has indeed occurred and how the situation should be handled.

Definition of Academic Honesty: Any test or assignment which has been given to an individual to be completed independently is completed independently without assistance from another student or others outside of the College. One of the most common forms of cheating is plagiarism. Plagiarism is defined as the intentional or unintentional use of someone else’s words or ideas without giving them proper credit and/or attempting to pass off someone else’s words as your own.

Conduct/Dissmissal
Students are expected to conduct themselves in the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any student whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct:

- By students, faculty, or staff that is detrimental within the classroom environment.
- That interferes with the well-being of the fellow students and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Anti-Hazing Policy
It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into, or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code
The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation.

Some Allied Health programs have uniform requirements. Please see the Campus Director or Academic Dean for details.

Drop/Add Class Policy
Course registration practices ensure that the College provides quality instruction through obtaining a minimum class size of 12 students per course. Full-quarter drop/add period

Students may add courses through the first Friday of the quarter, which is the close of the drop add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. Following the first week of the quarter and on or before the sixth Friday of the quarter, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the sixth week of the quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Mid-quarter drop/add period

Students may add courses through the second day of the mid-quarter term and may drop a course through the first Friday of the mid-quarter term, which is the close of the drop/add period.

A student who fails to notify the College that they wish to withdraw from a class is still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. Following the first week of the mid-quarter and on or before the third Friday of the quarter, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the third week of the mid-quarter, students will receive an F/FA for any classes dropped. The student’s grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Rasmussen College Early Start Program
High School juniors and seniors have the opportunity to earn college credit through Rasmussen College’s Early Start Program. The Early Start Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Start coursework is available to high school juniors and seniors on-campus or online with enrollment in the program dependent upon space availability. Students must meet the following criteria and expectations to participate in the Rasmussen College Early Start Program:

- Students must have prior approval from a parent, guardian, and a high school principal before being admitted to the program as evidenced by a signed Early Start Application and Approval Form.

- Students must complete an Application for Admission to Rasmussen College. Early Start students are not required to submit the application fee.

- Students must have a minimum cumulative high school grade point average of 2.00 out of a possible 4.00 and achieve a minimum score of 17 on the writing portion of the STEP assessment.

- Students may take up to 8 credits per quarter without a tuition charge with a maximum of 24 credits per student earned through the Early Start Program.

- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software which are available to students on campus. Early Start students electing to complete these courses online will need to secure access to required hardware and software. The college can provide information about course specifics including textbooks prices and technology requirements.

- Applicants will be accepted on a space available basis for each selected course.

- Early Start students must meet all course prerequisites as listed in the catalog.

- Courses designated with ES, LE, M, MA, ML, MT, PB, RN, PT, or ST are not available to Early Start students.

- To enroll in the Early Start Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.25 out of 4.00.

- The application deadline is four weeks prior to the start of the intended quarter of enrollment.

- Students who elect to pursue their education at another academic institution will be issued a transcript from Rasmussen College; these credits may be transferring at the complete discretion of the receiving institution.

- Students in the Early Start program will have an Early Start transcript. Students who elect to continue their education at Rasmussen College after their high school graduation will have any courses for which they received a C or higher added to their new enrollment records if the course is required for their program of study. Grades received a C will not be added to their college transcript.

Limitations
Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission and graduation requirements, course offerings, course descriptions, online courses and programs, and statements of tuition and fees) is subject to change without notice. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College’s curricula. Course offerings, course requirements, and software which are available to students change from time to time. The content of a course or program may be altered to meet particular class needs. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty.
Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impede one’s eligibility to sit for these exams or to secure employment in one’s chosen career.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies ARE NOT eligible to sit for the PTCB exam.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operation requiring its meaning.

Online Courses

Students may be required to take online courses in order to complete a degree. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. Computer hardware and software requirements for online courses are provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

There are no additional admissions or testing requirements for taking an online course. However, B097 Foundations of English I is not offered online. Students who place at the level of Foundations of English I after taking the placement test are not eligible to enroll in fully online programs/classes until the successful completion of B097.

Student Senate

The Student Senate assists the College in providing a successful, positive, and rewarding atmosphere by organizing campus events.

The Student Senate meets on a regular basis. Students are encouraged to participate in the open forum discussions or may petition to be one of the board representatives.

The representatives include: President, Vice President, Treasurer, and Secretary.

Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Changes in Regulations, Programs, Tuition, Book Prices, and Financial Aid are not announced. The College reserves the right to add or to delete concentrations, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Exit Interviews

Students contemplating the termination of their education at Rasmussen College should contact the Academic Dean or Associate Campus Director/Director of Campus Operations, and then the Financial Aid Department. Academic and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address, telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment quote, loan consolidation information, and review of loan terms.

The Financial Aid Department is available for your assistance for the duration of your student loan. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

The State of Illinois Cancellation, Termination, Refund Policy

If a student is canceled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days.
- Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $100 per course for these books and supplies. All prepaid tuition is refundable.
- The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.
- Re-Enter Policy

Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return on a subsequent quarter is defined as a re-enter.

Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards.

For the calculation of satisfactory academic progress, re-entering students are treated as continuing students and must meet progress requirements. Students enrolled in certificate, diploma, or Associate’s degree programs are allowed to re-enter the institution only one time, and students enrolled in a Bachelor’s degree program are allowed to re-enter the institution only two times, unless the Academic Dean, Campus Director, or Associate Campus Director/Director of Campus Operations determines that extenuating circumstances exist.

Students in Allied Health programs who wish to re-enter the Allied Health programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program becomes available.

Return of Title IV Funds Policy

If a student withdraws or is expelled, they need to visit with the Campus Director, Associate Campus Director/Director of Campus Operations, or Academic Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director, Associate Campus Director/Director of Campus Operations, or Academic Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. The formula for determining the amount of Federal Title IV aid to be returned is:

\[
\text{Percentage of Title IV Aid Returned} = \frac{\text{Days Remaining in the Quarter}}{\text{Total Calendar Days in the Quarter}} \times 100
\]

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.

A post-withdrawal disbursement occurs when a student who withdrew earned more aid than had been disbursed prior to the withdrawal. Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew.

Tuition Structure

Tuition rates are as follows:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PROGRAM</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Education Programs:</td>
<td>Early Childhood Education</td>
<td>$325 per credit</td>
</tr>
<tr>
<td>School of Allied Health Programs:</td>
<td>Health Information Technician, Massage Therapy, Medical Administration, Medical Assistance, Medical Transcription, Pharmacy Technician</td>
<td>$375 per credit for Foundations courses and all 100-200 level courses</td>
</tr>
<tr>
<td>School of Business Programs:</td>
<td>Accounting, Business Management</td>
<td>$420 per credit for all 300-400 level courses</td>
</tr>
<tr>
<td>School of Justice Studies Programs:</td>
<td>Criminal Justice, Paralegal</td>
<td></td>
</tr>
<tr>
<td>School of Technology and Design Programs:</td>
<td>Information Systems Management, Multimedia Technology</td>
<td>$400 per credit for Foundations courses and all 100-200 level courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$420 per credit for all 300-400 level courses</td>
</tr>
</tbody>
</table>
Return of Title IV Funds Policy continued

In addition, loan post-withdrawal disbursements must be done within 180 days of the school’s determination that the student withdrew. Rasmussen College credits the student’s account for the outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 30 days of the school’s determination that the student withdrew. The letter explains the type and amount of funds available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision. If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.

Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Perkins Loans, Pell Grant, FSEOG, and then other Title IV programs.

At the time the student officially withdraws from the College, Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the process. Once Calculations along with the Post-Withdrawal Disbursement Tracking Sheet.

Military Leave and Refund

Enlisted students who are given official orders to deploy and cannot complete the academic quarter may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. Students will not receive credit or a grade for classes from which they withdraw.

Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Exercise Funds Policy (Enrollment). Students in good standing who withdraw under the policy may be readmitted and re-enrolled under the catalog that is current at the time of re-enrollment, without penalty or re-admission of academic standing. Accumulation of credits prior to the first day of classes is required to be completed form the Campus Accommodations Officer, or have it signed by the appropriate person(s) and mailed to the completed form to the Campus Accommodations Officer.

When a Student Wants to Return After a Medical Leave of Absence

To return from Medical Leave, the student must contact the Campus Accommodations Officer prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Officer must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received:

- Dean of Study/Academic, Financial Aid Office and Campus Director.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. A grade of “W” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time before the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College.

All academic proctorings, warnings and dismissals take precedence over any Medical Leave or Medical Withdrawals. If a student is already on probation or is placed on probation while on leave, the charges of his/her or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or his designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or his designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal

Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return Rasmussen College.

Students must be cleared by all of the following once the re-admission application is received:

- Dean of Student Learning, Financial Aid Office and Campus Director.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

- All refund monies shall first be applied to the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct Plus loans received on behalf of the student.

- Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant Award.

- Any remaining refund monies will then be applied to reduce the student’s Federal SEOG Award.

- Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non Federal Withdrawal Distribution Policy

Refunds of Title IV aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal and post-reporting of the Title IV aid applied to institutional charges) less:

Amount of institutional charges that the school can retain per our state mandated refund policy less:

Amount of Institutional Share of the Title IV Return = Remaining refund due to the State Aid Programs(*) Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV federal aid disbursed to the student (for the period during which the student withdrew).

These ratios are then multiplied against the remaining refund due to the State Aid Programs (*) to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, these funds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the difference for Title IV programs is used.

Any remaining refund monies will then be applied to the student’s Minnesota State Grant award and/or Minnesota Self Loan.

Any remaining refund monies will then be applied to reduce any other sources.

Veterans Refund

In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.

Library Fine Policy

Rasmussen College Library reserves the right to collect late fees for Rasmussen Library materials that are kept out past the due date without renewal. The current late fee is as follows: for all circulating books, videos, audiotapes, and CD-ROMs there is a 5 day grace period; after the grace period the charge is $0.25 per day up to 10 days; the maximum late fine is $2.50. For reference books and reserve materials there is a 10 day grace period beyond the 24 hour check-out period; after the grace period the charge is $2.00 per hour for 5 hours; the maximum late fine is $10.00.

After the materials are kept out past the maximum late period, the circulation application is checked out. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each item. The library will charge up to 10% of replacing the item plus a $5.00 processing fee.

In the event that nonreplaceable items are lost or damaged, the library will charge up to $100.00.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or returned late.

For unpaid fines on materials checked out on Rasmussen I.D cards the College receives the bills. The patrons incurring these bills should be held accountable for their payment so that the College does not have to cover fees.

The College may ensure that students pay their fines at Rasmussen College Library or other libraries by withholding the student’s grade report, transcript, diploma, degree or certificate.

There are many instances when campus libraries may check out materials for patrons from other libraries with an institutional card. The College believes that this is an extension of its services and that it benefits the library by allowing patrons to navigate a variety of different library databases. When fines are incurred in these instances and the library believes that a student to dismisses the fines, either Rasmussen College will pay the fine or the patron will be notified of the amount of the fine owed and may be held accountable by the College.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/ drug abuse.

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College.

Rasmussen employment practices conform both with the letter and spirit of federal, state, and local laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti-Harassment and Sexual Violence Policy

It is Rasmussen College’s policy and responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. The College will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of our College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students, employees, and contractors of or by any other persons doing business with or for Rasmussen.

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Informal and Formal Complaints

Members of this College community who believe they have been sexually harassed or have been the victim of sexual assault may properly turn for assistance to the Campus Director, Associate Campus Director/Director of Campus Operations, Regional Vice President, Executive Vice President or President. Whether or not a person consults with a school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any party in any such complaint.

No retaliatory actions may be taken against any member of the College community merely because he/she is or has been the object of such a complaint.

Informal Resolution

Early efforts to control a potentially harassing situation are very important.

1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his/her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person’s supervisor can also be effective.
3. Go to a sexual harassment/violence information center or discuss the matter with a friend.
4. Talk to others who might also be victims of harassment.
5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Associate Campus Director/Director of Campus Operations, Regional Vice President, or College President.

A Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem.

During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President, Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint.

However, in the course of conducting the investigation College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.

Resolutions and Informal Complaints

Anyone in the Rasmussen community may discuss an informal complaint with the Campus Director, Associate Campus Director/ Director of Campus Operations, Regional Vice President, Executive Vice President or President.

1. If the person who discusses an informal complaint with an advisor is willing to be identified, neither the person against whom the informal complaint is made, the College will make record of the circumstances and will provide guidance about various ways to resolve the problem or avoid future occurrences.

While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College’s obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom or lecture) when the College receives repeated complaints from different people that an individual has engaged in other forms of sexual harassment, the College may inform the person complained against without revealing the identity of the complaints.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement.
2. Submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexually explicit jokes and innuendo, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch. Harassment under the third definition of otherwise intimidating conduct is of great insidiousness to the experience of others.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.
   - Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, anyone in a supervisory capacity (with the authority to grant such benefits) can commit a “quid pro quo” harassment.
   - Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will be fired if he does not have sex with her.

2. “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment.
   - Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers.
   - Hostile environment harassment consists of unwelcome sexual advances, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.
   - Cartoons or posters of a sexual nature, vulgar language or jokes, or unwanted touching or fondling fall into this category.

For further information please refer to the EEOC’s website at www.eeoc.gov or call the EEOC’s Publications Distribution Center at 800-669-3362 (voice) or 877-892-3362 (TTY).

Sexual orientation harassment: Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct directed at an individual because of his/her sexual orientation and that is so sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work environment.

Romantic/sensual relationships between superior and subordinate: Substantial risks are involved even in seemingly consensual romantic/sensual relationships where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study, or other forms of advancement may greatly diminish the student’s actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of the employee may interfere with the employee’s ability to choose freely in the relationship.

Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perceptions that a power differential exists between the involved parties which limits the student or employee’s ability to make informed choices about the relationship.

Claims of consensual romantic/sensual relationships will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor, or staff who bear the burden of accountability because of his/her special power and role responsibility to do otherwise than to use mutual consent as a defense. Therefore, all employees should be aware of the risks and consequences involved in entering a romantic/sensual relationship with a student.

Sexual activity, including sexual penetration or sexual conduct carried out under a subordinate relationship.

3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the date the formal investigation is initiated.

6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.
Formal Complaints by Students and Employees continued
c. After an investigation of the complaint the College will:
   1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment as occurred and report its findings and the resolution to an Executive Vice President or President; or
   2. Report its findings with appropriate recommendations for corrective action to an Executive Vice President or President; or
   3. Report to an Executive Vice President or President if there is insufficient evidence to support the complaint.
   Following receipt of the report, the Campus Director, Associate Campus Director/ Director of Campus Operations or will report their findings to an Executive Vice President or President with appropriate recommendations and may take further action as deemed necessary, including the initiation of disciplinary proceedings.

Retaliation. It is a violation of Rasmussen’s policies to retaliate against anyone who makes a good faith claim of a suspected violation of its policies about inappropriate behavior or participates in an investigation. Complaints of retaliation (actual, threatened or feared) should be directed to the Campus Director.

Complaint Process. If a party to a complaint does not agree with its resolution, that party may appeal to Corporate Counsel.

Recommended Corrective Action
The purpose of any recommended corrective action to resolve a complaint will be to correct or to remedy the injury; if any, to the complainant and to prevent further harassment. Recommended action may include counseling or other appropriate recommendations and civil or criminal prosecution of any student who has been the victim of harassment; or other appropriate action.

Any action to suspend or to dismiss a member of the staff or faculty is solely within the authority of the Campus Director, Regional Vice President, Executive Vice President, President, or the Chief Executive Officer.

False Charges
If it is determined in any way that a complaint was made by an employee or a student with the knowledge that the facts were false, an Executive Vice President or the President will be notified. The Executive Vice President or President may recommend appropriate disciplinary action, up to and including suspension from the College or termination of employment or enrollment.

Sexual Violence
Rasmussen College expects that all employees, and students will conduct themselves in a responsible manner that shows respect for others and the community at large. The same behavioral standards apply to all individuals.

As part of the larger community we are subject to, abide by, and support federal, state and local laws and ordinances regarding criminal sexual conduct.

Sexual assault is an act of aggression and coercion, not an expression of sexual intimacy. We will do whatever possible to offer safety, privacy, and support to the victim/survivor of sexual assault. Helping the victim/survivor in making the right decisions at options for reporting the assault and taking care of herself/himself is the immediate concern of the College. The College will assist the victim/survivor in contacting an appropriate agency if such assistance is desired. If the assault takes place at any Rasmussen Campus or facility, the victim/survivor should immediately contact the Campus Director, Associate Campus Director/ Director of Campus Operations, Regional Vice President, Executive Vice President or President. Administrators are not to reveal the name of the victim/survivor unless he/she chooses to be identified.

The administrative office at each Campus shall, at all times, have readily available the name(s) of local law enforcement agencies and sexual assault centers that are to be called for immediate help. If the assault takes place outside the College Campus or other Rasmussen facilities, the victim/ survivor should immediately contact, or have a friend contact, the local law enforcement and sexual assault center. Following the incident the victim/survivor should notify the Campus Director, Associate Campus Director/Director of Campus Operations, of the assault for support and assistance.

Further, in either case, the victim/survivor should do the following:
1. It is helpful to have a written summary of what happened while the memory is still clear.
2. No attempt should be made to bathe, change clothes, or otherwise clean up prior to an examination by a medical practitioner qualified to make determinations regarding sexual assault.
3. In most cases it will be helpful to have a friend with you when you talk to the local law enforcement officials or sexual assault center personnel.

Victims’ Rights Under Sexual Assault Policy
If the assault is alleged to have been committed by a member of our college community on property owned by the Rasmussen the following additional policy applies:
1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration, or Rasmussen management at the request of the victim, in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint;
5. The complete and prompt assistance of campus administration, or Rasmussen management at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes; and
8. Further information can be obtained from either of the following sources:
   Illinois Department of Human Rights
   James R. Thompson Center
   100 West Randolph Street, Suite 10-100
   Chicago, IL 60601
   (312) 814-6200
   (312) 785-5125 (TTY)
   www.state.il.us/dhr
   Illinois Attorney General
   www.illinoisattorneygeneral.gov/
   victims/index.html

   Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state of federal agencies or the courts.

Drug Abuse Policy
Rasmussen College is committed to providing a safe, drug-free environment for its students and employees to protecting its business from unnecessary financial loss due to drug or other intoxicant use among its employees. This policy is based in substantial part on Rasmussen’s concern regarding the safety, health and welfare of its employees and their families, and the students and the community.

Consistent with this commitment, Rasmussen College hereby prohibits:
1. The presence of employees or students on campus or in corporate offices while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or in Rasmussen College corporate offices.

Rasmussen College has the right to:
1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace
In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 80, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit The U. S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.edc.org/hec.

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), while participating in college-related activities. Students and Employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of employment, employees must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any employee who violates this policy by:
1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such employee, up to and including expulsion or termination of employment.
3. Requiring such employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local, health, law enforcement, or other appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and work place through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Fact sheets associated with unlawful use, possession or distribution of illicit drugs and alcohol may be obtained from the Campus Director, Associate Campus Director/Director of Campus Operations, or the Human Resources Department. Rasmussen College considers these fact sheets an integral part of the Drug-Free College and Workplace Policy.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to exclude residents found to be involved in drug-related crimes or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In particular, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to succeed in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being “burnt out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

Alcohol related driving deaths are the top killer of 15 to 24 year olds.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:
• inability to get along with family or friends
• uncharacteristic temper flare-ups
• increased “secret” type behavior
• abrupt changes in mood or attitude
• alcoholics or drug addiction
• resistance to discipline at home or school
• getting into a “slump” at work or school
• increased borrowing of money
• a complete set of new friends

We recommend that any person observing any of the above changes in any student or employee of the College immediately notify their Campus Director, Associate Campus Director/Director of Campus Operations or the Human Resources Department.
An appropriate grievance is defined as a student’s expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. Students should not go directly to court in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “promptly,” “reasonable time,” and “promptly” will mean ten days.

Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure
In the event a student, graduate, former student, other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:
1. The individual must first try to resolve the issue with the other member involved.
2. If the matter is not resolved to the person’s satisfaction he/she has the option to follow the appropriate administrative processes.
   a. Requests for further action on educational issues should be made to the Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Associate Campus Director/Director of Campus Operations for their campus. The Associate Campus Director/Director of Campus Operations will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous grievance discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.
   d. Students or other interested parties may also contact:
      • State of Wisconsin Education Approval Board
      • 30 West Mifflin Street
      • Madison, Wisc. 53706-8896
      • (608) 266-1996

Appeal Procedure
Rasmussen College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been unjustly treated can request the Campus Director to hear their appeal.

For appeals involving academic issues such as final grades, students should appeal first to their instructor within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students should appeal to the Academic Dean for their campus. If the issue remains unresolved after a thorough investigation of the matter by the Academic Dean, who will have one week from the time they are contacted by students to consider any such appeals, students may submit a written statement of appeal to the Assistant Vice President of Student Affairs thereafter. Response will be given within 30 days.

Arbitration
Any controversy or claim arising out of, or relating to, a current or former student’s recruitment or enrollment, in or out of the College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (“the Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole and exclusive remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, however, a single arbitrator shall be selected. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state arbitration laws. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim or against more than one Student regardless of whether or how many other similarly circumstance Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association but otherwise the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration shall disclose or publish the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy
Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Statement of Ownership
Rasmussen College, Inc., is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
• Robert E. King, Chairman
• J. Michael Locke, President
• Charles Poole, Chief Operating Officer
• Susan Falotico, Executive Vice President, Chief Financial Officer, Assistant Secretary
• Kristi A. Waitz, Executive Vice President, President/CEO of Rasmussen College, Inc. and President of Rasmussen College
• Craig E. Pines, Executive Vice President
### Accreditation, Licensing & Approvals

**Accreditation:**
- The Health Information Technician Associate’s degree offered at the Aurora campus is in Candidacy Status for accreditation by the Commission on Health Informatics and Information Management Education (CAHIIM).
- Commission on Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5800 (312) 233-1100

The Medical Assisting Program at the Brooklyn Park, Eagan, Eden Prairie, Green Bay, Manistee, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
- Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756 (727) 210-2350

**Credit Information**
- A full-time student must be enrolled for and successfully complete a minimum of 12 credit hours per quarter of attendance. A three-quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance. The exception to this is that as of July 1, 1992, the Minnesota State Grant Program adopted the policy whereby 15 credit hours per quarter constitutes full-time attendance. There are nine additional levels of eligibility below that, to a minimum of 3 credit hours per quarter.

**Definition of an Academic Year is a Minimum Of:**
- 36 Quarter Credits
- 30 Weeks

### Standards of Satisfactory Progress For Institutional and Financial Aid Guidelines

Satisfactory Academic Progress is defined as progression through an academic program within a prescribed time frame. Lack of satisfactory progress may jeopardize the students’ ability to complete their program. Rasmussen College expects students to progress through programs based on the satisfactory progression standards listed here.

#### Credit Information

- A full-time student must be enrolled for and successfully complete a maximum of 12 credit hours per quarter of attendance. A three-quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance. The exception to this is that as of July 1, 1992, the Minnesota State Grant Program adopted the policy whereby 15 credit hours per quarter constitutes full-time attendance. There are nine additional levels of eligibility below that, to a minimum of 3 credit hours per quarter.

#### Definition of an Academic Year is a Minimum Of:
- 36 Quarter Credits
- 30 Weeks

**Standards of Academic Progress**

Mid-quarter and final grade reports are available to all students. Cumulative grade point averages and successful course completion of credits attempted are monitored quarterly. All grades relate to credits successfully completed with the exception of the “W/WD” and “U/UN” which is counted as an attempted course for the purpose of determining the maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress.

Courses which have been transferred from other institutions will be listed on the student’s transcript with a “TR” designation. Courses for which a student has received credit by examination will be listed as “TO” (Test-Out) on the student’s transcript. Grade points from institutions other than Rasmussen College and credit by examination will not be computed in the Rasmussen College grade point average, but they will be counted as credits attempted and earned for determining Satisfactory Progress.

All credits that are considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.

All students must comply with the following components, which are used to measure a student’s Satisfactory Progress (SP) towards the completion of a degree or certificate.

- 1. A Cumulative Grade Point Average (CGPA) consistent with graduation requirements.

**Duration of eligibility, or maximum time frame for program completion, is a period equal to 1.5 times the number of total credits required for program completion, including test-out, transfer, and course waiver credits, are therefore also treated as credits attempted.**

- 2. Students who fail a class are allowed to repeat the class one time. The credits are counted in the financial aid award. Students who wish to repeat a course, and have earned above a failing grade, are responsible for paying for the class out of pocket in this instance. These credits cannot be included in the student’s financial aid award. Failed course credits count as credits attempted that are not earned. If a student repeats a failed course, the failing grade will be removed and replaced with the grade from the course when repeated and the student’s CGPA will be recalculated to reflect the new letter grade.

A Cumulative Grade Point Average (CGPA) equal to or greater than 2.00 is required for graduation. In addition, at the end of the second academic year (6 quarters), students must have a CGPA equal to or greater than 2.00 to be making satisfactory academic progress.

If a student’s CGPA falls below a 2.00, or they fail two courses, the student will be placed on academic probation. Students who are placed on academic probation do not receive financial aid. At the end of the academic probation period, the student must meet the required CGPA and required percentage of attempted / earned credits, or duration of eligibility. Students who fail to meet the terms of probation will be terminated from the college.

**Mitigating Circumstances:**

Academic Probation and Termination from college, due to probationary status may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within five business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be included in the student’s CGPA and CCR. Students who withdraw from the institution and later re-enter the college in the same program are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CGPA requirements will be followed from the re-entry point and for each quarter thereafter.
**CENTRAL OFFICE**

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Campus President  
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CPA, B.S., Illinois State University

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J.D., B.A Loyola University-Chicago

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Vice President of Operations  
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Donald J. DeVito  
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Greta Ferkel  
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B.S., Excelsior College

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B.A., Santa Clara University

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Bob King, Jr.  
Vice President of Marketing  
M.B.A., Northwestern University  
B.A., DePaul University

Carie Ann Potenza  
Vice President of Academic Affairs  
M.A., Rutgers University  
B.A., University of Albany

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M.Ed., B.S., University of Minnesota

Larry A. Waite  
Vice President of Real Estate  
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B.S., Metropolitan State University

Shawn Walden  
Regional Vice President  
B.S., Emporia State University

Claire Walker  
Campus President  
B.A., Ithaca College

Greg Witte  
Senior Vice President  
B.S.E., Central Missouri State University

**CAMPUS ADMINISTRATION**

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Aurora

Angie Wood  
Director of Campus Operations  
M.B.A., B.A., Benedictine University  
Aurora

Wesley Escondo  
Director of Admissions  
M.A., Seton Hall University  
B.A., Western Illinois University  
Aurora

Tony Perez  
Director of Admissions  
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A.A.S., Waubonsee Community College  
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Campus Director  
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M.B.A., B.S., Southern Illinois University-Carbondale  
Mokena/Tinley Park

Chad Wick  
Director of Campus Operations  
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Mokena/Tinley Park

Chris Springer  
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M.B.A., Millikin University  
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B.S., University of Illinois-Urbana-Champaign  
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B.S., University of Iowa  
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